DOCUMENT RESUME

ED 187 838 CE 016 829

TITLE	Adult Competency Education Kit. Basic Skills in Speaking, Math, and Reading for Employment. Part K. ACE Competency Based Job Descriptions: #40--Salesperson, Automobile: #41--Salesperson, Men's Wear: #42--Waiter/Waitress: #45--Janitor; #46--Porter: #48--Pressing Machine Operator.
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IDENTIFIERS	Adult Competency Education Project; California (San Mateo County); Custodians; *Porters; *Waiters Waitresses

ABSTRACT

This eighth of fifteen sets of Adult Competency Education (ACE) Based Job Descriptions in the ACE kit contains job descriptions for Salesperson, Automotive; Salesperson, Men's Wear; Waiter/Waitress; Janitor; Porter; and Pressing Machine Operator. Each begins with a fact sheet that includes this information: occupational title, D.O.T. code, ACE number, career ladder, D.O.T. general educational developmental level, site(s) at which job can be observed, job requirements, and job description (D.O.T.). The following pages list twenty to forty competencies (specific math and communicative activities) needed to function successfully in the occupation. (A sales core job description containing those competencies common to the sales occupations included here is in CE 016 828.) Each competency is presented as (1) exact skill found to have been essential to the job during an on-site employee interview, (2) measurable instructional objective defining the skill (performance criterion, not job related), and (3) specific task with which to test a student's ability at the skill (the job-related performance criterion). (Instructional objectives match those in the ACE Taxonomy as indicated by a code identifying unit, item, and specific objective.) Skills that are prerequisite to the competencies are noted. (Additional job descriptions, kit manuals, and the project final report are also available in ERIC--see Note.) (YLB)

ED187838

san mateo county office of education

San Mateo County Office of Education
333 Main Street
Redwood City, CA 94063
(415) 364-5600

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a project of the

Adult Competency Education kit

career preparation centers

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NATIONAL INSTITUTE OF EDUCATION

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

PART K

ACE COMPETENCY BASED JOB DESCRIPTIONS:

40 - Salesperson, Automobile
41 - Salesperson, Men's Wear
42 - Waiter/Waitress
45 - Janitor
46 - Porter
48 - Pressing Machine Operator

BASIC SKILLS IN SPEAKING, MATH, AND READING FOR EMPLOYMENT

Products and Processes
Developed by the
Adult Competency Education Project
Director, Joe Cooney

CE 016 829

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NOTE

JOB DESCRIPTION NUMBERS. ACE investigated 100 jobs and developed 68 of them into Competency Based Job Descriptions. The above 68 are numbered according to the original listing. The gaps are in the numbering only. This is a complete list of the ACE Competency Based Job Descriptions.

A.C.E. COMPETENCY BASED JOB DESCRIPTION 40

OCCUPATIONAL TITLE: AUTOMOBILE SALESPERSON

FACT SHEET

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: SALESPERSON. AUTOMOTIVE

D.O.T. CODE: 280.358 (4th Ed.: 273.353-010)

A.C.E. NUMBER: 40

CAREER LADDER:

FIRST LEVEL: Salesperson

SECOND LEVEL: Sales manager

THIRD LEVEL: Dealer

D.O.T.'s GENERAL EDUCATIONAL DEVELOPMENT LEVEL: 4

SITE WHERE THE JOB CAN BE OBSERVED:

Peninsula Mazda
570 El Camino Real
Redwood City, CA 94063

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of annual jobs in San Mateo County: 115 This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Usual Entrance Requirements - Verbal communication abilities, experience, enjoying people, and a "thick skin".

JOB DESCRIPTION (DOT): Sells new or used automobiles on premises of automobile agency, compiling information on various car models and credit terms to achieve sale: Explains features and demonstrates operation of car in showroom or on road. Suggests optional equipment for customer to purchase. Computes total sales price, including tax, trade-in allowance, license fee, and discount. Informs customer of price and requirements for financing payment of car on credit. Prepares sales contract for customer's signature, and obtains necessary information for completing credit application.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

AUTOMOBILE SALESPERSON

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as an automobile salesperson.

The right-hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisites to those competencies.

The middle column *states the skill in more general language. The controlled language of this column permits comparison of skill between occupations.

*The items in the middle column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W., and Smith, A. De W.; Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

4A.1 Prerequisite to 5B.1 Identify a percent as equivalent to a fraction with 100 as the denominator.

4B.1 Prerequisite to 5B.1 Calculate a percent of a number of the following types:
5% of 170 = ____?
5.7% of 170 = ____?
5.7% of 17.43 = ____?

5A.3 Prerequisite to 5B.1 Convert:
a. a percent to a decimal.
b. a decimal to a percent.

5B.1 An AUTOMOBILE SALESPERSON must be able to figure sales tax and commission on new car purchases.

To accomplish this task, the student must be able to solve a routine word problem involving calculation of a percent of a number.

To demonstrate the ability to perform this task, the student will find (a) the total cost of a $5,426.94 car on which there is 6% sales tax and (b) the commission if the salesperson receives 15% of the price before taxes.

5C.1 Prerequisite to 5D.4 Identify comparisons of two numbers in forms such as a:b, "a is to b," or "a parts to b parts," as ratios.

5C.2 Prerequisite to 5D.4 State or write in simplest form (lowest terms) a ratio of two numbers or items in the form:
a. a:b;
b. $\frac{a}{b}$.

5D.1 Prerequisite to 5D.4 Identify an equality of two numbers in the form of: a:b = c:d, $\frac{a}{b} = \frac{c}{d}$, "a is to b as c is to d, " or "a parts to b parts is the same as c parts to d parts," etc., as a proportion

5D.2 Prerequisite to 5D.4 Calculate the unknown number given 3 numbers in a proportion.

5D.4 An AUTOMOBILE SALESPERSON must be able to appraise cars based on the Blue Book value.

To accomplish this task, the student must be able to calculate the unknown number given 3 numbers in a proportion.

To demonstrate the ability to perform this task, the student will determine that if a certain car is worth $800 with 10,000 miles on it, then what would it be worth if it only had 8,000 miles on it? (Remember, the value of a car increases as the mileage decreases.)

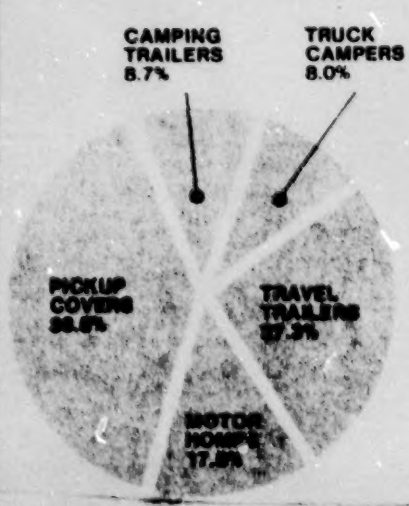
10A.1 An AUTOMOBILE SALESPERSON must be able to evaluate his performance in relation to the other salespersons.

To accomplish this task, the student must be able to read specified data from a simple line, bar, or circle graph.

To demonstrate the ability to perform this task, the student will examine the graphs below and answer the following questions:

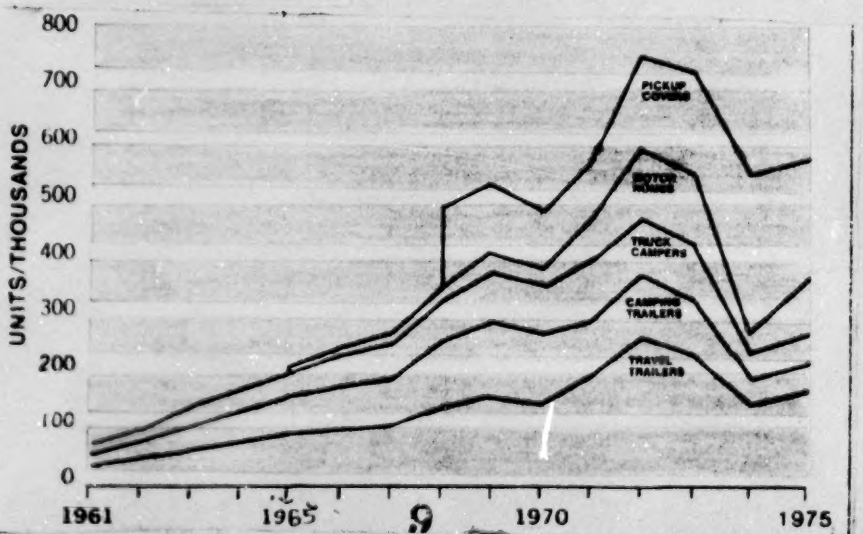
1. What percent of all recreational vehicles sold in 1975 were motor homes?
2. What percent of 1975 recreational vehicles were towed?
3. Were more travel trailers shipped in 1972 or in 1967? How many?
4. In what years did pickup cover shipments drop?

1975 PERCENTAGE OF RECREATIONAL VEHICLE SHIPMENTS



SOURCE: Recreational Vehicle Industry Association

TRENDS IN RECREATIONAL VEHICLE SHIPMENTS



SOURCE: Recreational Vehicle Industry Association

15A.3 An AUTOMOBILE SALESPERSON must be able to explain contracts to customers, converse with fellow employees, and talk with manufacturers.

To accomplish this task, the student must be able to read and use in an oral sentence words from a list of words common to the vocabulary of sales occupations.

To demonstrate the ability to perform this task, the student will correctly match the following words and their definitions:

A. warranty
B. commission
C. license
D. appraise
E. credit statement
F. specifications
G. Blue Book
H. serial numbers
I. financing
J. automatic transmission
K. factory-equipped
L. accessories
M. odometer

1. table of standardized values of cars
2. device which records the mileage of cars
3. individual codes on each engine for recording purposes
4. guarantee specifying terms for honoring it
5. borrowing money to pay for a car
6. percentage of a sale used as a salary
7. non-essential items such as cigarette lighters, vinyl top, etc.
8. mechanical method for changing gears
9. document indicating legal registration of a car
10. to estimate the value of a car
11. nothing was added by the car dealer
12. pertinent data about the car
13. rating of a person's ability to finance a car

KEY: A-4, B-6, C-9, D-10, E-13, F-12, G-1, H-3, I-5, J-8, K-11, L-7, M-2.

16A.4 An AUTOMOBILE SALESPERSON must be able to explain items to prospective customers.

To accomplish this task, the student must be able to answer factual questions based on the data on various common business forms.

To demonstrate the ability to perform this task, the student will read 40A and answer the following:

1. What is the total amount still to be paid?
2. How much did the license cost?
3. How much did he get for a trade-in?
4. What is the annual percentage rate?

16B.3 An AUTOMOBILE SALESPERSON must be able to read charts and explain the information contained on them to prospective customers.

To accomplish this task, the student must be able to answer factual questions based on the data supplied in common reference tables and charts.

To demonstrate the ability to perform this task, the student will examine 40-F and determine the list and dealer prices for:

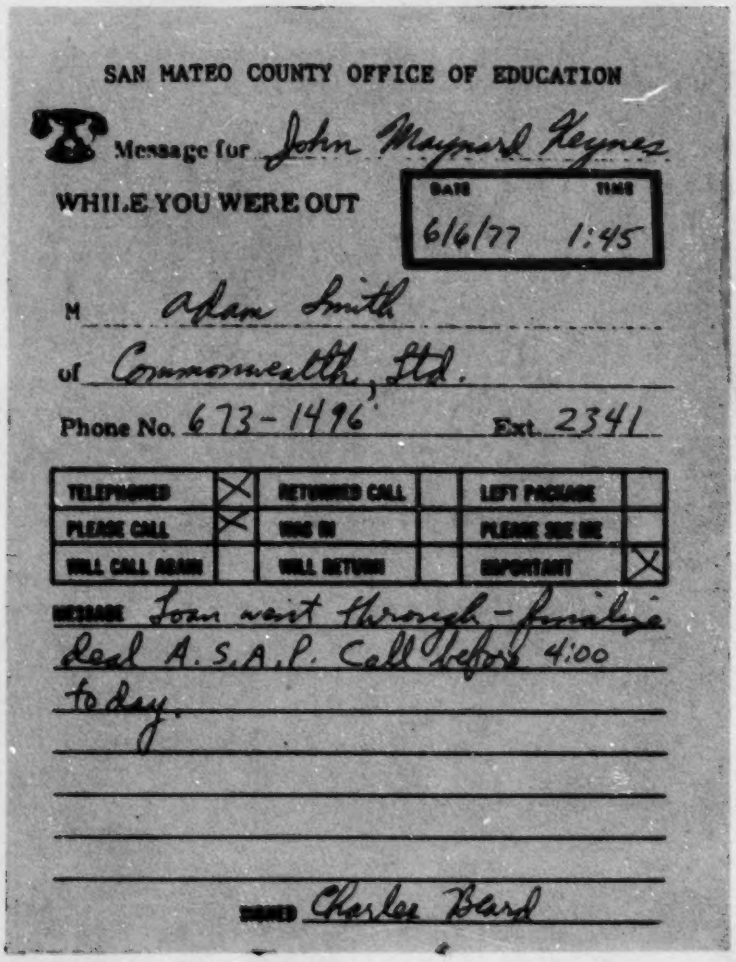
1. part #113 311 236A
2. shift plate
3. 10-1191

16C.1 An AUTOMOBILE SALESPERSON must be able to take action on customer requests made while he is out of the office.

To accomplish this task, the student must be able to identify the author, the activities required, and answer factual and interpretive questions from the contents of notes, letters and memos.

To demonstrate the ability to perform this task, the student will read the memo below and answer the following questions:

1) Who called?
2) When should you call?
3) Should you call him today or tomorrow?
4) Who took the message?



SAN MATEO COUNTY OFFICE OF EDUCATION

WHILE YOU WERE OUT

Message for John Maynard Keynes

DATE 6/6/77 TIME 1:45

M Adam Smith

of Commonwealth, Ltd.

Phone No. 673-1496 Ext. 2341

TELEPHONED	X	RETURNED CALL		LEFT PACKAGE	
PLEASE CALL	X	WAS IN		PLEASE SEE ME	
WILL CALL AGAIN		WILL RETURN		IMPORTANT	X

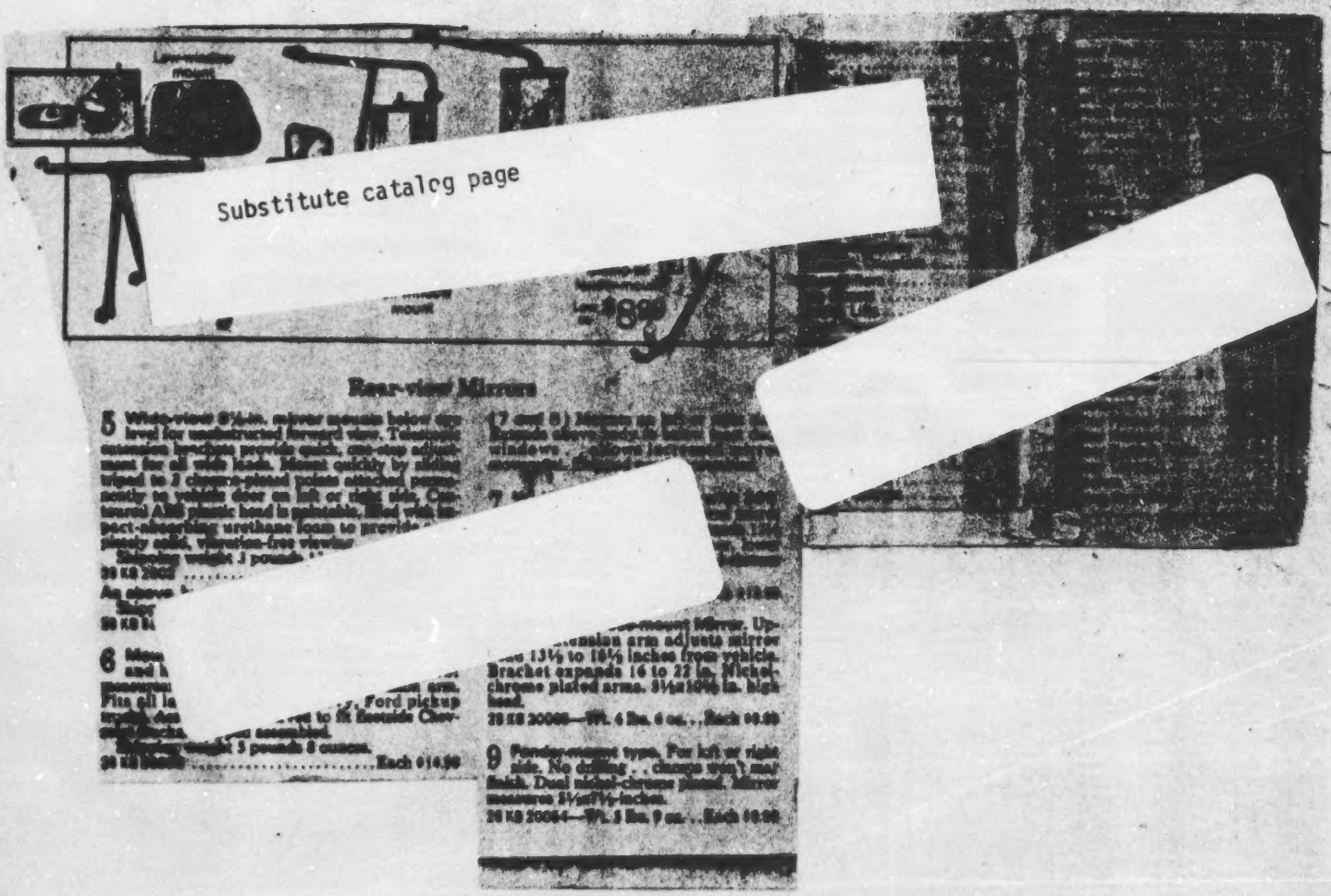
MESSAGE Joan went through - finalize deal A.S.A.P. Call before 4:00 today.

SIGNED Charles Beard

16D.4 An AUTOMOBILE SALESPERSON must be able to order accessories to accomodate customer preferences.

To accomplish this task, the student must be able to locate a particular part and answer factual questions about its description (e.g. price, code number, vendor, etc.) in a typical parts manual.

To demonstrate the ability to perform this task, the student will examine the index below and determine on what page information about 1) rear-view mirrors and 2) camper tops would be found. In addition, the student will read the excerpt below and determine the price, part number, weight, and dimensions of the full mount wide extension rear-view mirror.



16D.6 An AUTOMOBILE SALESPERSON must be able to learn about new products and to follow company regulations in his work.

To accomplish this task, the student must be able to answer factual questions based on a company or product manual.

To demonstrate the ability to perform this task, the student will turn to 40B and find the following information:

1) Under what conditions may an employee be dismissed if he is out sick?
2) What political beliefs qualify an employee for dismissal?

KEY: 1.) sections 6, 7 and 11; 2.) sections 9 and 10.

19B.9 An AUTOMOBILE SALESPERSON must be able to improve his sales techniques and do certain tasks assigned him by the sales manager.

To accomplish this task, the student must be able to perform a series of two or three activities which require recall of oral instructions and interpretation of how the instructions are to be fulfilled. (The activities to be within the abilities of the student - recall and interpretation are the items to be demonstrated.)

To demonstrate the ability to perform this task, the student will listen to the following instructions and then perform them (in the implied sequence):

1. fill the stapler with staples;
2. close one of the curtains;
3. ask where the box of staples is kept;
4. open the curtain you have closed.

22B.2 An AUTOMOBILE SALESPERSON must be able to get a job.

To accomplish this task, the student must be able to complete a sample application for employment in a legible manner.

To demonstrate the ability to perform this task, the student will complete 40C accurately and neatly.

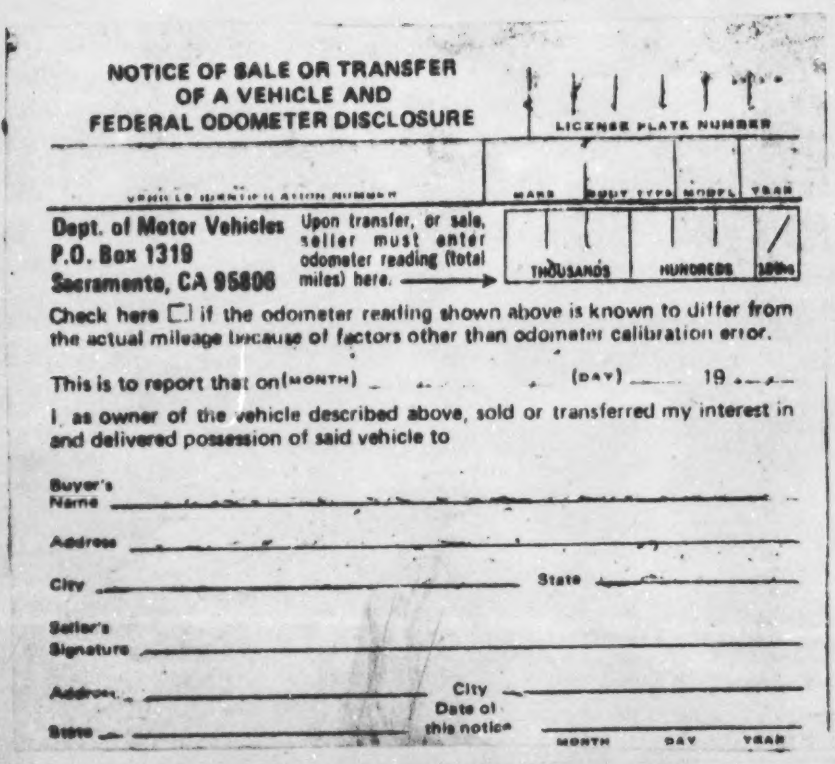
22B.3 An AUTOMOBILE SALESPERSON must be able to help his customers finance their cars.

To accomplish this task, the student must be able to complete a sample application for credit in a legible manner.

To demonstrate the ability to perform this task, the student will complete 40D accurately.

22B.6 An AUTOMOBILE SALESPERSON must be able to test drive cars and own and register cars.

To accomplish this task, the student must be able to complete forms used locally to make applications for driver's license, registration, etc.



NOTICE OF SALE OR TRANSFER OF A VEHICLE AND FEDERAL ODOMETER DISCLOSURE

LICENSE PLATE NUMBER

VEHICLE IDENTIFICATION NUMBER | MAKE | BODY TYPE | MODEL | YEAR

Dept. of Motor Vehicles
P.O. Box 1319
Sacramento, CA 95806

Upon transfer, or sale, seller must enter odometer reading (total miles) here. → THOUSANDS | HUNDREDS | TENTHS

Check here ☐ if the odometer reading shown above is known to differ from the actual mileage because of factors other than odometer calibration error.

This is to report that on (MONTH) _____ (DAY) _____ 19__

I, as owner of the vehicle described above, sold or transferred my interest in and delivered possession of said vehicle to

Buyer's Name _____

Address _____

City _____ State _____

Seller's Signature _____

Address _____ City _____

State _____ Date of this notice _____ MONTH DAY YEAR

To demonstrate the ability to perform this task, the student will fill out the form on the left with the following information:

License - 984 GOG
Model - 411
Vehicle I.D.# - 1569434277
Year - 1977
Make - Mercury
Mileage - 149.7
Body Type - Sedan
Date of Sale - 4/15/77
Buyer's Name - Lemon's Cars
1927 Citrus Ave.
Orange City, Florida

22C.5 Prerequisite to 22E.1. Complete a sentence given the subject and use a period for closing.

22C.6 Prerequisite to 22E.1 Complete a sentence given the predicate and use capital letters in the first word and "I" correctly.

22C.8 Prerequisite to 22E.1 Write simple sentences, given sentence content, using capitals and end punctuation correctly. e.g., Given : man, went, movie.

22E.1 An AUTOMOBILE SALESPERSON must be able to use the phone to answer customer questions and find information from manufacturers and other dealers.

To accomplish this task, the student must be able to write down the exact words of a short message given orally.

To demonstrate the ability to perform this task, the student will listen to this message, to be read orally by the instructor, and write it on a paper using the exact words: "We have two Datsun wagons with manual transmission - one light blue and one maroon."

22H.1 An AUTOMOBILE SALESPERSON must be able to sell cars to customers.

To accomplish this task, the student must be able to correctly complete or fill out appropriate portions of a purchase order, job order or sales slip, given the necessary data.

To demonstrate the ability to perform this task, the student will complete 40E with the information below:

A 1977 Mercedes 3606 Sedan, mauve colored, I.D. # 874721356, 6 cylinder, Key #10775, with automatic transmission, radio, power steering and brakes, was sold by Bismarck Motors to Berthold Brecht. The cash price is $8,756, trade-in valued at $1800 with no lien, license is $28, registration is $115, 18% annual percentage rate, financed for 36 months starting on 15th of March.

20A.1 Prerequisite to 26A.1 Given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.

26A.1 An AUTOMOBILE SALESPERSON must be able to sort and file stock cards and correspondence.

To accomplish this task, the student must be able to sort data by given classification criteria (e.g., alphabetical order).

To demonstrate the ability to perform this task, the student will arrange the following numbers in ascending order and write them on a separate piece of paper:

7410	6314
3808	107
14820	987

40A

SECURITY AGREEMENT – DISCLOSURE STATEMENT (Motor Vehicle Sale Contract)

Seller Revere's Pinto-Mustang pursuant to the Federal Consumer Credit Protection Act hereby advises

Buyer Samuel Dawes as provided below (omission of amount or description means "none")

of the proposed credit sale of the following motor vehicle (which together with all accessories, equipment and substitutions are herein called Property).

NEW (USED)	YEAR – MODEL I.D.	MAKE	BODY TYPE & COLOR	ENGINE OR I.D. NUMBER	NO. CYL.	KEY NUMBER
(5)	75	Mustang II	Sedan-Cerise	AN-107543-122X	8	105783

EQUIPPED WITH: [X] AUTOMATIC TRANSMISSION [ ] 4-SPEED TRANSMISSION [X] RADIO [ ] STEREO [X] VINYL ROOF [X] POWER STEERING [X] POWER BRAKES [ ] POWER WINDOWS [ ] POWER SEATS [X] AIR CONDITIONING

OTHER — DESCRIBE

ODOMETER MILEAGE 00014.9

Seller and Buyer by signing below acknowledge that Seller hereby sells and Buyer hereby buys said Property and agree as follows:

13. **LATE PAYMENT; CHARGE, ACCELERATION, SET-OFF, ETC.** Any payment not paid within 10 days after the due date is subject to a late charge equal to 5% of such payment. If any payment is not paid when due Seller, at its election and without demand or notice, may declare all sums owing immediately due and payable and impose all costs of collection, and reasonable attorneys' fees. All sums due on the Contract (whether by acceleration or otherwise) give rise to a right of set-off which Seller may assert without prior demand or notice against any deposits or claims of Buyer.

14. **SECURITY.** Payment and performance are secured by a security agreement covering said Property and an assignment of any insurance required for Property, the proceeds thereof, and returned premiums on any policies financed by Seller.

15. **PAYMENT OF CONTRACT.** Upon prepayment in full the amount of the unearned **FINANCE CHARGE** shall be that proportion of the **FINANCE CHARGE** as the sum of the periodic time balances, payable more than 15 days after prepayment, bears to the sum of all periodic time balances under the schedule of payments (Item 12), and the amount thereof, if $1.00 or more and less the amount necessary to provide a minimum **FINANCE CHARGE** of $25.00, will be credited to the Contract.

STATEMENT OF INSURANCE: The kind, cost and term of any insurance charged to Buyer is shown adjacent hereto (Item 4) by the insertion of a premium charge therefor.

NOTICE: No person is required as a condition precedent to financing the purchase of an automobile that any insurance be negotiated or purchased through a particular insurance agent or broker. Any insurance charged for in this Contract is indicated by the insertion of an amount for Gross Premium. VSI Insurance covers NO interest of Buyer.

DEALER OR DEALER'S SUBSIDIARY

By

"WARNING – UNLESS A CHARGE IS INCLUDED IN THIS AGREEMENT FOR PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE, PAYMENT FOR SUCH COVERAGE IS NOT PROVIDED BY THIS AGREEMENT.

BUYER MUST ALWAYS SIGN

s/s BUYER

s/s BUYER

16. **NAMES AND ADDRESSES** of all persons to whom notices required (intent to sell) and permitted (assignment, etc.) by law are to be sent:

17. **NOTICE TO BUYER OF ANY SELLER ASSISTED LOAN:** Any loan Seller assists Buyer to obtain (Seller Assisted Loan) is described below. If one is described you are obligated for the installment payments on both this Contract and the loan, and you may be required to pledge security for the loan, which security must be mutually agreed to by you and the lender

AMOUNT OF LOAN	FINANCE CHARGE	TOTAL
$	$	$

Payable in ____ installments of $____ each; of which $____ is included in ☐ Item 2 ☐ Item 7.

ITEM				
1. CASH PRICE	VEHICLE $ 3500.00		SALES TAX $ 55.00	$ 3555.00
2. TOTAL DOWN-PAYMENT	Cash Downpayment			$ 500.00
	TRADE-IN	Gross Value $ 1500.00		
		Lien $ 400.00		
		Net Value (Gross less Lien) DESCRIBE:		$ 1100.00
				$ 1600.00
3. UNPAID BALANCE OF CASH PRICE (Item 1 less Item 2)				$ 1955.00

4. COST OF INSURANCE (Not in Finance Charge)

Credit Life and Credit Disability Insurance are not required by Seller for this sale. Buyer may choose the person through which any property, liability or VSI insurance is to be obtained.

Any insurance available through Seller is as provided in the policy therefor, and any property or liability insurance and the classification and rating for premium(s) therefor are subject to the insurer's acceptance and approval.

KIND OF INSURANCE: No charge is included for insurance and no insurance is to be procured by Seller unless a premium therefor is shown below, and, if credit insurance, a request therefor is signed and dated in Item 18.	TERM EXPIRES IN MOS.	BEFORE CONT.	AFTER CONT.	GROSS PREMIUM
Fire & Theft (Actual Cash Value)				$
Comprehensive $ Deductible				$
Combined Additional Coverage				$
Collision $ Deductible				$
* Public Liability $ $				$
* Property Damage $ $				$
Unins'd Motorist $ $				$
				$
				$
				$
Combined Declining Coverage (Comprehensive $ Ded. and Collision $ min. to $ max.Ded.)	WITH CONTRACT			$
Credit Life				$
Credit Disability				$
Credit Life and Disability				$
VSI with subrogation against Buyer waived				$
TOTAL GROSS PREMIUM				$

5. OFFICIAL FEES (Not in Finance Charge)	License $ 12.00	
	Registration/Certificate of Title $ 11.00	
	Filing/Recording $	$ 23.00
	Release of Security Interest (Estimated $)	
6. UNPAID BALANCE (Sum of Items 3, 4 & 5)		$ 1978.00
7. DEFERRED CASH DOWNPAYMENT (Due before second payment otherwise scheduled in Item 12)		$
8. AMOUNT FINANCED (Item 6 less Item 7)		$ 1978.00
9. ANNUAL PERCENTAGE RATE 15.87 %	10. FINANCE CHARGE (Time Price Differential)	$ 200.00
11. DEFERRED PAYMENT PRICE (Sum of Items 1, 4, 5 & 10)		$
12. TOTAL OF PAYMENTS (Sum of Items 7, 8 & 10)		$ 2178.00

Payable by Buyer to Seller in 24 payments as follows: 24 equal successive monthly payments of $ 90.75 each on the 15 day of each month commencing January 18 19 78

60.800 DISCIPLINARY ACTION AND APPEAL 40-B

60.800.1 Causes for Suspension, Demotion, Dismissal

A. Persons employed in the Classified Service may be suspended, demoted, or dismissed for any of the following causes:

1. Incompetency, inefficiency, insubordination, inattention to or dereliction of duty, discourteous treatment of the public or of fellow employees, or any other willful failure of good conduct tending to injure the public service, or any willful and persistent violation of the provisions of the Education Code or of Rules, Regulations, or Procedures adopted by the Board of Education or the Personnel Commission pursuant to it; provided that specific instances must be set forth as to any of the causes enumerated under this heading.

2. Dishonesty, habitual drunkenness, or addiction to the use of narcotics.

3. Political activities engaged in by an employee during his assigned hours of employment.

4. Conviction of a serious crime by a court of law; a record of one or more convictions which indicates that the person is a poor employment risk; failure to disclose material facts regarding criminal records; and other false or misleading information on application forms or examination and employment records concerning material matters.

5. Frequent unexcused absence or tardiness.

6. Habitual use of illness leaves taken for trivial indispositions.

7. Continuing illness of a disabling nature after the exhaustion of illness leave and leave of absence privileges.

8. Failure to report for review of criminal records or for health examination after due notice.

9. Advocacy of the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.

10. Knowingly becoming or knowingly remaining a member of the Communist Party on or after September 9, 1953.

11. The discovery or development of any physical, emotional, and/or mental condition which would have precluded acceptance as an eligible for assignment.

12. Abandonment of position.

13. Falsification of application.

14. Flagrant disregard of on-the-job safety principles, both written and common sense. ("Prudent man test" determines flagrancy.)

40-C

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home _____ Business _____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From _____ To _____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workmen's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed: 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer _____

Address _____

Supervisor's Name & Title _____ Phone _____

Your Title _____

Duties _____

From _____ mo. year

To _____ mo. year

Total _____ years months

Full Time ☐ Part Time ☐

Last Salary _____

Reason for leaving _____

Employer _____

Address _____

Supervisor's Name & Title _____ Phone _____

Your Title _____

Duties _____

From _____ mo. year

To _____ mo. year

Total _____ years months

Full Time ☐ Part Time ☐

Last Salary _____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

816

40-D

PURCHASER'S CREDIT STATEMENT

I make the following representations for the purpose of securing credit from seller on my purchase.

SELLER	STOCK NO.	DATE	HUSB. DR. LIC. NO.	WIFE DRIVER LIC. NO.

Name / Initial	Husband or Wife's Name	Ages of Dependents	Age

Address / City	Phone	How Long? Yrs. Mos.

Previous Addresses (To Cover 2 Years Residence)	How Long?	Place of Birth	Lived in Community Yrs. Mos.

Occupation	Employer	Union Name & No.	Phone	How Long? Yrs. Mos.

Employer's Address	Supervisor's Name	Dept. or Badge No.	Pay Day Mo. Income $

Previous Employer	Address	How Long? Yrs. Mos.	Social Security No.

Wife's Occupation	Employer	Address & Phone	How Long? Yrs. Mos.	Pay Day Mo. Income $ / Social Security No.

Source of Other Income	Monthly $

Landlord or Mortgage Holder (Address and Phone) ☐ Own ☐ Rent	ACCOUNT NO.	$ Value $ Mtge. Bal.	Payment or Rental $

Type of Credit	List all Obligations		BALANCE	HIGH	MO. PMTS. OR TR. CLOSED
		☐ Open ☐ Closed	$	$	$
		☐ Open ☐ Closed	$	$	$
		☐ Open ☐ Closed	$	$	$
		☐ Open ☐ Closed	$	$	$
		☐ Open ☐ Closed	$	$	$

OTHER DRIVERS. Name	Age	% of Use	Bank Reference	Branch		
					☐ Checking	Bal.
					☐ Savings	Bal.
					☐ Loan	Bal.

Furinture Owned-No. Rms.	To Whom Balance on Furniture Owed	Balance Owed $	Estimated Value $

Nearest Relative Not Living With Me	Address	Relationship	Phone

Wife's Nearest Relative Not Living With Me	Address	Relationship	Phone

Personal Friends Known Over One Year	Address	Phone
1		
2		

Previous Car Purchased From	Financed by	Address	Bal. due or when paid $

Have you ever had Repossession? ☐ Yes ☐ No	Have you ever had suits filed against you? ☐ Yes ☐ No	Have you ever had Bankruptcy? ☐ Yes ☐ No	Have you ever had wages Garnished? ☐ Yes ☐ No	Member of Military Reserve ☐ Yes ☐ No

INSURANCE - I furnish the following information in support of my application for insurance.

No. of losses in Insurance Past 5 Years	Type of Losses	Totl. Amt. of Losses

Previous Insurance Co. or Agent (Name and Address)	Where Will Car Be Garaged?	Policy No.

Has Your Insurance Ever Been Cancelled By any company?	If so, why?

40E

SECURITY AGREEMENT – DISCLOSURE STATEMENT (Motor Vehicle Sale Contract)

Seller _____ pursuant to the Federal Consumer Credit Protection Act hereby advi

Buyer _____ as provided below (omission of amount or description means "none")

of the proposed credit sale of the following motor vehicle (which together with all accessories, equipment and substitutions are herein called Property).

NEW – USED	YEAR – MODEL I.D	MAKE	BODY TYPE & COLOR	ENGINE OR I.D. NUMBER	NO. CYL.	KEY NUMBER

EQUIPPED WITH ☐ AUTOMATIC TRANSMISSION ☐ 4-SPEED TRANSMISSION ☐ RADIO ☐ STEREO ☐ VINYL ROOF ☐ POWER STEERING ☐ POWER BRAKES ☐ POWER WINDOWS ☐ POWER SEATS ☐ AIR CONDITIONING

OTHER — DESCRIBE | ODOMETER MILEAGE

Seller and Buyer by signing below acknowledge that Seller hereby sells and Buyer hereby buys said Property and agree as follows:

13. **LATE PAYMENT; CHARGE, ACCELERATION, SET-OFF, ETC.** Any payment not paid within 10 days after the due date is subject to a late charge equal to 5% of such payment. If any payment is not paid when due Seller, at its election and without demand or notice, may declare all sums owing immediately due and payable and impose all costs of collection, and reasonable attorneys' fees. All sums due on the Contract (whether by acceleration or otherwise) give rise to a right of set-off which Seller may assert without prior demand or notice against any deposits or claims of Buyer.

14. **SECURITY.** Payment and performance are secured by a security agreement covering said Property and an assignment of any insurance required for Property, the proceeds thereof, and returned premiums on any policies financed by Seller.

15. **PAYMENT OF CONTRACT.** Upon prepayment in full the amount of the unearned **FINANCE CHARGE** shall be that proportion of the **FINANCE CHARGE** as the sum of the periodic time balances, payable more than 15 days after prepayment, bears to the sum of all periodic time balances under the schedule of payments (Item 12), and the amount thereof, if $1.00 or more and less the amount necessary to provide a minimum **FINANCE CHARGE** of $25.00, will be credited to the Contract.

STATEMENT OF INSURANCE: The kind, cost and term of any insurance charged to Buyer is shown adjacent hereto (Item 4) by the insertion of a premium charge therefor.

NOTICE: No person is required as a condition precedent to financing the purchase of an automobile that any insurance be negotiated or purchased through a particular insurance agent or broker. Any insurance charged for in this Contract is indicated by the insertion of an amount for Gross Premium. VSI insurance covers NO interest of Buyer.

DEALER OR DEALER'S SUBSIDIARY

By _____

WARNING – UNLESS A CHARGE IS INCLUDED IN THIS AGREEMENT FOR PUBLIC LIABILITY OR PROPERTY DAMAGE INSURANCE, PAYMENT FOR SUCH COVERAGE IS NOT PROVIDED BY THIS AGREEMENT.

BUYER MUST ALWAYS SIGN

s/s _____ BUYER

s/s _____ BUYER

16. **NAMES AND ADDRESSES** of all persons to whom notices required (intent to sell) and permitted (assignment, etc.) by law are to be sent:

17. **NOTICE TO BUYER OF ANY SELLER ASSISTED LOAN:** Any loan Seller assists Buyer to obtain (Seller Assisted Loan) is described below. If one is described you are obligated for the installment payments on both this Contract and the loan, and you may be required to pledge security for the loan, which security must be mutually agreed to by you and the lender.

AMOUNT OF LOAN	FINANCE CHARGE	TOTAL
$	$	$

Payable in _____ installments of $_____ each, of which $_____ is included in ☐ Item 2 ☐ Item 7.

ITEM			SALES TAX	
1. CASH PRICE	VEHICLE $		$	$
2. TOTAL DOWN-PAYMENT	Cash Downpayment	$		
	TRADE-IN Gross Value	$		
	Lien	$		
	Net Value (Gross less Lien)	$		$
	DESCRIBE:			
3. UNPAID BALANCE OF CASH PRICE (Item 1 less Item 2)				$
4. COST OF INSURANCE (Not in Finance Charge)	**Credit Life and Credit Disability insurance are not required by Seller for this sale. Buyer may choose the person through which any property, liability or VSI insurance is to be obtained.** Any insurance available through Seller is as provided in the policy therefor, and any property or liability insurance and the classification and rating for premium(s) therefor are subject to the insurer's acceptance and approval.			

KIND OF INSURANCE: No charge is included for insurance and no insurance is to be procured by Seller unless a premium therefor is shown below, and, if credit insurance, a request therefor is signed and dated in Item 18.	TERM EXPIRES IN MOS.	TERM EXPIRES BEFORE CONT.	TERM EXPIRES AFTER CONT.	GROSS PREMIUM
Fire & Theft (Actual Cash Value)				$
Comprehensive $ Deductible				$
Combined Additional Coverage				$
Collision $ Deductible				$
* Public Liability $ $				$
* Property Damage $ $				$
Unins'd Motorist $ $				$
				$
				$
				$
Combined Declining Coverage (Comprehensive $ Ded. and Collision $ min. to $ max.Ded.)	WITH CONTRACT			$
Credit Life				$
Credit Disability				$
Credit Life and Disability				$
VSI with subrogation against Buyer waived				$
TOTAL GROSS PREMIUM				$

5. OFFICIAL FEES (Not in Finance Charge)	License	$	
	Registration/Certificate of Title	$	
	Filing/Recording	$	$
	Release of Security Interest (Estimated $)		
6. UNPAID BALANCE (Sum of Items 3, 4 & 5)			$
7. DEFERRED CASH DOWNPAYMENT (Due before second payment otherwise scheduled in Item 12)			$
8. AMOUNT FINANCED (Item 6 less Item 7)			$
9. ANNUAL PERCENTAGE RATE %	10. FINANCE CHARGE (Time Price Differential)		$
11. DEFERRED PAYMENT PRICE (Sum of Items 1, 4, 5 & 10)			$
12. TOTAL OF PAYMENTS (Sum of Items 7, 8 & 10)			$

Payable by Buyer to Seller in _____ payments as follows: _____ equal successive monthly payments of $_____ each on the _____ day of each month commencing _____ 22, 19_____

40-F

PRICE LIST

NO.		DESCRIPTION	CODE	LIST	DEALER NET		
113 311 233		Shim 0.20		.05	.03		
113 311 233A		Shim		.04	.03		
113 311 233B		Shim		.06			
113 311 234		Shim 0.25		.05	.03		
113 311 234A		Shim		.05	.03		
113 311 234B		Shim		.06			
113 311 235		Shim 0.30		.05	.03		
113 311 235A		Shim		.05	.03		
113 311 235B		Shim		.06			
113 311 236		Shim 0.40		.05	.03		
113 311 236A		Shim		.06	.04		
113 311 236B		Shim		.07			
113 311 237		Nut		1.25	.84		
113 311 243		Clutch Gear		7.20	5.76		
113 311 243A		Clutch Gear		5.85			
113 311 243B		Synchromesh Ring		5.85			
113 311 245		Shift Plate		.15	.12		
113 311 247		Synchromesh Ring		2.95	1.98		
113 311 247A		Synchromesh Ring		2.95	1.98		
113 311 247B		Synchromesh Ring		2.95	2.21		
113 311 249		Snap Ring		.02	.15pkg		
113 311 251A		Gear		11.25	2.00		
113 311 251B		Gear		11.25			
113 311 255A		Sleeve		9.95	8.60		
211 311 255A		Sleeve		8.60			
113 311 261		Gear		10.60	9.01		
113 311 261A		Gear		10.60			
113 311 265B	26-72	Bearing		2.20	1.54		
113 311 269		Clutch Gear		2.10			
113 311 269A		Synchromesh Ring		2.40			
113 311 271A		Sleeve		.45	.34		
113 311 275A		Gears		22.10	17.68		
113 311 275B		Gears		22.10	17.68		
113 311 281		Washer		.07	.05		
113 311 295		Synchromesh Ring		2.70	1.80		
113 311 295A		Synchromesh Ring		2.70	1.80		
113 311 295C		Synchromesh Ring		2.70			
311 311 307A		Clutch Gear		13.25	9.28		
113 311 315		Operating Sleeve		5.50	4.80		
113 311 321		Woodruff Key		.05	.03		
113 311 323		Woodruff Key		.05	.03		
113 311 325B	10-1191	Bearing		3.80	2.66		
113 311 341		Gears		17.95	13.46		
113 311 341A		Gears		17.95			
211 311 341		Gears		18.95	14.21		
113 311 361		Shim 0.15		.03	.24pkg		
113 311 362		Shim 0.20		.03	.24pkg		
113 311 363		Shim 0.25		.03	.24pkg		
113 311 364		Shim 0.30		.03	.24pkg		
113 311 365		Shim 0.40		.03	.24pkg		
113 311 366		Shim 0.60		.05	.30pkg		
113 311 367		Shim 0.80		.05	.30pkg		

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: SALESPERSON, MEN'S WEAR-Men's and Boy's Clothing

D.O.T. CODE: 263.458 (4th Ed.: 261.357-050)

A.C.E. NUMBER: 41

CAREER LADDER:

FIRST LEVEL: Men's Wear Salesperson

SECOND LEVEL: Assistant to Department Manager

THIRD LEVEL: Department Manager

D.O.T.'s GENERAL EDUCATIONAL DEVELOPMENT LEVEL: 3

SITE WHERE THE JOB CAN BE OBSERVED:

Ross Department Store
532 San Mateo Drive
San Bruno, CA

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of annual jobs in San Mateo County: 216 This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Usual Entrance Requirements - Job application, interview

JOB DESCRIPTION (DOT): Displays, describes, and sells to individuals, men's furnishings such as neckties, shirts, belts, hats, and accessories, utilizing general knowledge of the characteristics,quality and merit of items sold. Sells merchandise from sales floor. Ascertains make, type, and quality of merchandise desired by customer. Displays merchandise and suggests selection to customer. Emphasizes selling points of article, such as quality, style, and utility. Advises customer on coordination of accessories based on knowledge of current fashions. Prepares sales slip or sales contract. receives payment or obtains credit authorization. Places new merchandise on display. Prepares inventory of stock. May requisition merchandise from stockroom. May be designated as HABERDASHER.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

MEN'S WEAR SALESPERSON

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a men's wear salesperson.

The right-hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisites to those competencies.

The middle column *states the skill in more general language. The controlled language of this column permits comparison of skill between occupations.

*The items in the middle column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W., and Smith, A. De W.; Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.4 Prerequisite to 3E.2 Write a whole number less than 10 million given the word name of the number.

1C.3 Prerequisite to 3E.6 Perform division of two simple whole numbers (no remainder) given instructions such as:

2 divided by 6 is ____.
2 into 6 goes ____ times.
The quotient of 6 divided by 2 is ____,

6 __2 =____.
2)6 = ____.
$\frac{6}{2}$ = ____,

1C.4 Prerequisite to 3E.6 Find quotients of 1 - 5 digit dividends and 1 - 3 digit divisors including cases where there are remainders.

1D.1 Prerequisite to 3F.1 Use addition, subtraction, multiplication or division, as appropriate, in the solution of problems involving a combination of two or more functions with decimal fractions.

3E.2 A MEN'S WEAR SALESPERSON must be able to check prices with fellow workers.

To accomplish this task, the student must be able to write a value less than $10,000,000.00 given the word name of the amount.

To demonstrate the ability to perform this task, the student will listen to the following, to be read orally by the instructor, and correctly write them on a separate piece of paper:

1. one dollar and fifty cents;
2. fourteen dollars and three cents;
3. seven hundred six dollars and ninety-nine cents.

3E.6 A MEN'S WEAR SALESPERSON must be able to sell single items, given the cost of a group of items.

To accomplish this task, the student must be able to calculate the unit cost of an item when given the total cost of up to 25 of the same items.

To demonstrate the ability to perform this task, the student will determine the unit cost, given the following:

a. 5 ties for $6.00;
b. 2 pairs of slacks for $25;
c. 3 shirts for $18.99;
d. 2 belts for $21.99;

KEY: a.$1.20; b.$12.50; c.$6.33; d.$10.99.

6F.3 A MEN'S WEAR SALESPERSON must be able to estimate what size clothes a person would wear.

To accomplish this task, the student must be able to estimate the length, width, height or distance between objects, within 20% of the actual measurement.

To demonstrate the ability to perform this task, the student will estimate the height and waistline of a person selected by the instructor to within 20% of the actual size, to be verified with a tape measure.

8A.4 Prerequisite to 8A.5 Write the size of the interval between:

a. numerals on a graduated scale.
b. subdivisions on a graduated scale.

8A.5 A MEN'S WEAR SALESPERSON must be able to measure to the nearest half inch in determining the size of the neck, sleeve length, and inseam measurement of slacks.

To accomplish this task, the student must be able to write the measurement indicated on a sketch of a graduated scale:

a. to the nearest whole number when the scale is marked off in consecutive whole numbers with or without subdivisions.

b. to a given precision when the scale is marked off in multiples of a whole number with or without subdivisions.

c. to a given precision when the scale is marked off in whole numbers with or without subdivisions representing fractions such as halves, quarters, eighths, sixteenths, tenths, or fifths.

d. to a given precision when the scale is marked off in whole numbers which represent multiples of a given number such as one hundred or one thousand.

To demonstrate the ability to perform this task, the student will correctly measure the length of the instructor's sleeve.

13A.1 Prerequisite to 13A.2 Given letters of the alphabet in random order, read each letter and pronounce each letter correctly.

13A.2 A MEN'S WEAR SALESPERSON must be able to read notes and sales order forms.

To accomplish this task, the student, when given the letters of the alphabet in random order, must be able to read each letter correctly in the proper alphabetical order.

To demonstrate the ability to perform this task, the student will read the following letters in alphabetical order.

B,C,F,G,A,E

15A.2 A MEN'S WEAR SALESPERSON must be able to indicate to customers instructions on the care of various fabrics.

To accomplish this task, the student must be able to read words from the labels of frequently used products or of products used in a given occupation.

To demonstrate the ability to perform this task, the student will read the following words and supply a brief definition of each:

1. permanent press
2. knits
3. cotton
4. nylon

KEY: 1. mixture of cotton and polyester, holds creases well, resists wrinkling; 2. retain their shape, made by knitting; 3. natural fiber, cool and absorbent, used in corduroy, denim, etc.; 4. man-made fiber, strong, water resistant, dries quickly, easy to care for.

15A.3 A MEN'S WEAR SALESPERSON must be able to converse with customers and fellow employees about products and store matters.

To accomplish this task, the student must be able to read and use in an oral sentence words from a list of words common to the vocabulary of a given occupation.

To demonstrate the ability to perform this task, the student will correctly match the following words and their definitions:

A. blazer
B. tweed
C. underring
D. tailor
E. inseam
F. cardigan sweater
G. vent
H. french cuffs
I. complementary
J. wool
K. herringbone
L. ascot
M. denim

1. one whose occupation is making or altering clothes
2. lightweight sports jacket often brightly colored or striped
3. sweater, usually knitted, that opens down the front
4. double cuff turned back on itself and fastened with a link
5. pattern with the ribs extending from opposite sides in rows of parallel, slanting lines
6. to ring up an amount less than the amount owed on a cash register
7. yarn spun from the hair of sheep or goats
8. coarse, twilled cotton cloth used for overalls, uniforms, jeans, etc.
9. colors opposite each other on the color wheel - used to enhance one's appearance
10. wool fabric with a rough surface, in a twill weave of two or more colors
11. a necktie or scarf with very broad ends hanging from the knot, one upon the other
12. measurement from the crotch to the anklebone
13. vertical slit in a garment, especially in the back or sides of a coat

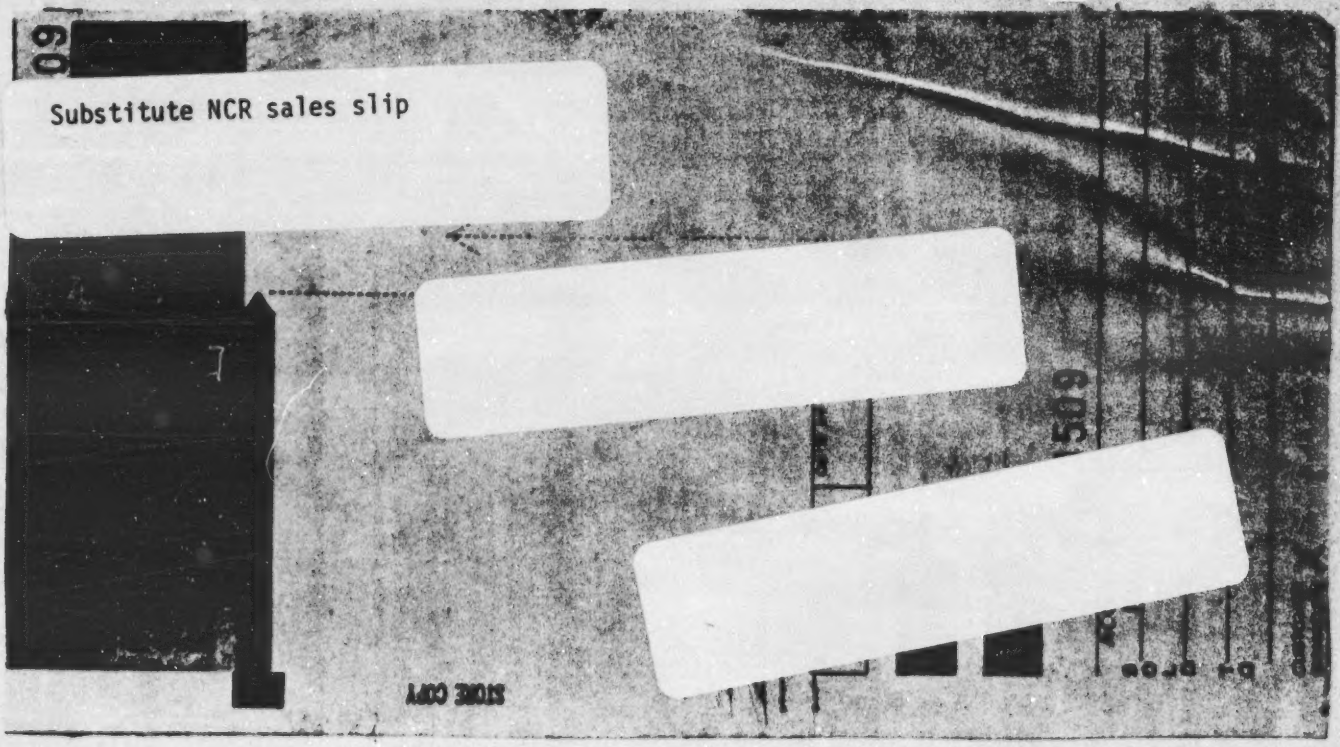
KEY: A-2, B-10, C-6, D-1, E-12, F-3, G-13, H-4, I-9, J-7, K-5, L-11, M-8

16A.4 A MEN'S WEAR SALESPERSON must be able to use a variety of forms for ringing up sales and ordering.

To accomplish this task, the student must be able to answer factual questions based on the data on forms such as purchase orders, invoices and other related business forms.

To demonstrate the ability to perform this task, the student will examine the form below and determine:

a. the code number for miscellaneous items;
b. where the customer should sign the form;
c. the number of the receipt.



KEY: a. 351-399; b. customer signature; c. A64509

16B.3 A MEN'S WEAR SALESPERSON must be able to accurately and quickly ring up sales.

To accomplish this task, the student must be able to, given common reference tables, answer factual questions based on the data supplied.

To demonstrate the ability to perform this task, the student will read the sales tax chart below and determine the proper amount of sales tax for the following purchases:

a. $2.25;
b. $30.00;
c. $72.99;

Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax	Transaction	Tax
.01- .10	.00	14.25-14.41	.86	28.59-28.74	1.72	42.92-43.08	2.58	57.25-57.41	3.44	71.59-71.74	4.30	85.92-86.08	5.16
.11- .22	.01	14.42-14.58	.87	28.75-28.91	1.73	43.09-43.24	2.59	57.42-57.58	3.45	71.75-71.91	4.31	86.09-86.24	5.17
.23- .39	.02	14.59-14.74	.88	28.92-29.08	1.74	43.25-43.41	2.60	57.59-57.74	3.46	71.92-72.08	4.32	86.25-86.41	5.18
.40- .56	.03	14.75-14.91	.89	29.09-29.24	1.75	43.42-43.58	2.61	57.75-57.91	3.47	72.09-72.24	4.33	86.42-86.58	5.19
.57- .73	.04	14.92-15.08	.90	29.25-29.41	1.76	43.59-43.74	2.62	57.92-58.08	3.48	72.25-72.41	4.34	86.59-86.74	5.20
.74- .90	.05	15.09-15.24	.91	29.42-29.58	1.77	43.75-43.91	2.63	58.09-58.24	3.49	72.42-72.58	4.35	86.75-86.91	5.21
.91- 1.08	.06	15.25-15.41	.92	29.59-29.74	1.78	43.92-44.08	2.64	58.25-58.41	3.50	72.59-72.74	4.36	86.92-87.08	5.22
1.09- 1.24	.07	15.42-15.58	.93	29.75-29.91	1.79	44.09-44.24	2.65	58.42-58.58	3.51	72.75-72.91	4.37	87.09-87.24	5.23
1.25- 1.41	.08	15.59-15.74	.94	29.92-30.08	1.80	44.25-44.41	2.66	58.59-58.74	3.52	72.92-73.08	4.38	87.25-87.41	5.24
1.42- 1.58	.09	15.75-15.91	.95	30.09-30.24	1.81	44.42-44.58	2.67	58.75-58.91	3.53	73.09-73.24	4.39	87.42-87.58	5.25
1.59- 1.74	.10	15.92-16.08	.96	30.25-30.41	1.82	44.59-44.74	2.68	58.92-59.08	3.54	73.25-73.41	4.40	87.59-87.74	5.26
1.75- 1.91	.11	16.09-16.24	.97	30.42-30.58	1.83	44.75-44.91	2.69	59.09-59.24	3.55	73.42-73.58	4.41	87.75-87.91	5.27
1.92- 2.08	.12	16.25-16.41	.98	30.59-30.74	1.84	44.92-45.08	2.70	59.25-59.41	3.56	73.59-73.74	4.42	87.92-88.08	5.28
2.09- 2.24	.13	16.42-16.58	.99	30.75-30.91	1.85	45.09-45.24	2.71	59.42-59.58	3.57	73.75-73.91	4.43	88.09-88.24	5.29
2.25- 2.41	.14	16.59-16.74	1.00	30.92-31.08	1.86	45.25-45.41	2.72	59.59-59.74	3.58	73.92-74.08	4.44	88.25-88.41	5.30

KEY: a. $.14; b. $1.80; c. $4.38.

16D.4 A MEN'S WEAR SALESPERSON must be able to special order products for customers and order out-of-stock items.

To accomplish this task, the student must be able to locate a particular part and answer factual questions about its description (e.g., price, code number, vendor, etc.) given a typical parts manual.

To demonstrate the ability to perform this task, the student will refer to the index below and determine on which pages the following items may be found:

a. robes;
b. sport shirts;
c. billfolds.

In addition, the student will examine 41-A and copy the price, shipping weight, code number and fabric make-up of the following items:

a. blue plaid flare-leg slacks;
b. PERMA-PREST short sleeve Crepe Shirt.

INDEX

Belts 4-12, 14, 16-17, 43, 46, 47, 49, 52
Blazers 28
Coveralls 47
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Leisure coats 27, 30-31
Leisure suits 32
Leisure tops 4-9
Outer shirts 10-11
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Overalls 48
Pajamas 40
Pants
  Leisure 45
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  Dress 33-35
  Knit 2-4, 6-11, 15, 19-23
  Sport 4-11, 18, 30, 31
  Western 13, 49, 51
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Sweatshirts, pants 42, 44
Swimwear 25
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Underwear 36-38
Wallets, Handkerchiefs 43
Warm-up Jacket 26
Warm-up Suits 42, 44
Work clothing 45-50

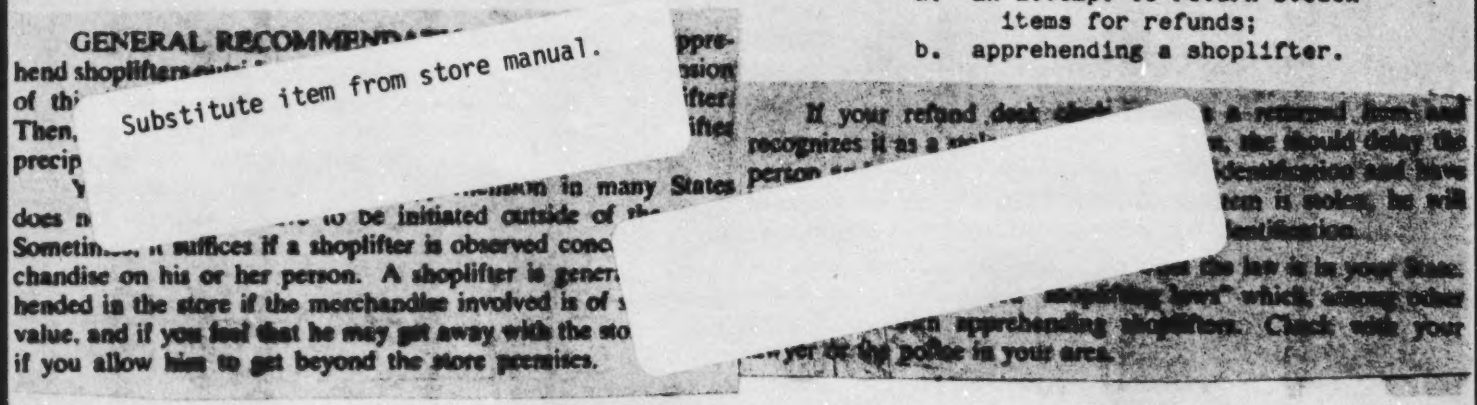
KEY: a. page 41; b. pages 4-11, 18, 30 and 31; c. page 43.

16D.5 A MEN'S WEAR SALESPERSON must be able to handle situations that arise in the store quickly and correctly.

To accomplish this task, the student must be able to apply instructions or information from a given manual to a particular situation given an oral description of a problem that can be solved using information from the manual.

To demonstrate the ability to perform this task, the student will read the passage below and determine the procedure for:

a. an attempt to return stolen items for refunds;
b. apprehending a shoplifter.



22B.2 A MEN'S WEAR SALESPERSON must be able to apply for a job.

To accomplish this task, the student must be able to complete a sample application for employment in a legible manner.

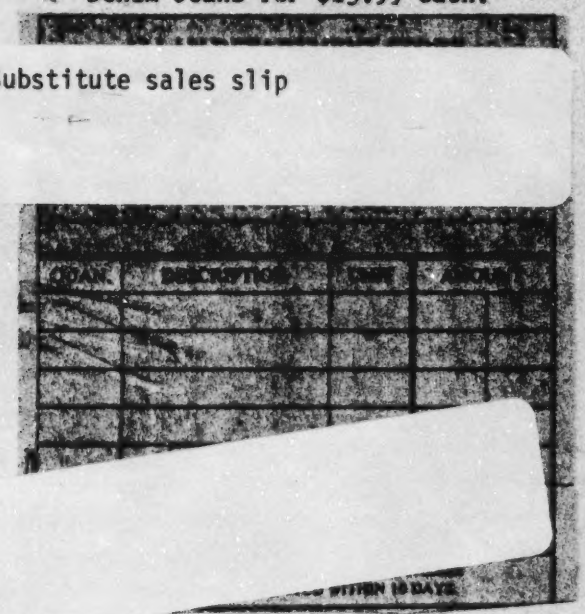
To demonstrate the ability to perform this task, the student will fill out 41-B accurately and neatly.

22H.1 A MEN'S WEAR SALESPERSON must be able to make sales to customers.

To accomplish this task, the student must be able to correctly fill out the appropriate portions of typical business forms such as purchase orders or sales slips, given the necessary data in words and figures.

To demonstrate the ability to perform this task, the student will complete the sales slip below using the following data:

Today's date; customer's name is Michael Ney, 144 Waterloo Court, Brussels, New York; purchased 4 woven blue chambray shirts at $9.99 apiece, 1 nylon warm-up jacket at $13.90, and 2 pairs of Denim Jeans for $13.99 each.



Key

13A.2 Prerequisite to 26A.1 Given the letters of the alphabet in manuscript form and in random order, read each letter correctly in the proper alphabetical order.

20A.1 Prerequisite to 26A.1 Given the letters of the alphabet in manuscript form and random order, write or print the letters in correct order.

26A.1 A MEN'S WEAR SALESPERSON must be able to arrange "unit control tags" (garment price tags) by department.

To accomplish this task, the student must be able to sort data by given classification criteria. (e.g., alphabetical order).

To demonstrate the ability to perform this task, the student will arrange a set of twenty flash cards (each with one word on it) into alphabetical order.

41-A

Substitute page from department store catalog

41-B

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed: 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____ From ____ mo. ____ year

Address ____ To ____ mo. ____ year

Supervisor's Name & Title ____ Phone ____ Total ____ years ____ months

Your Title ____ Full Time ☐ Part Time ☐

Duties ____ Last Salary ____

Reason for leaving ____

Employer ____ From ____ mo. ____ year

Address ____ To ____ mo. ____ year

Supervisor's Name & Title ____ Phone ____ Total ____ years ____ months

Your Title ____ Full Time ☐ Part Time ☐

Duties ____ Last Salary ____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

A.C.E. COMPETENCY BASED JOB DESCRIPTION 42

OCCUPATIONAL TITLE: WAITRESS/WAITER

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: Waiter/Waitress, Informal

D.O.T. CODE: 311.878 (4th Ed.: 311.477-030)

A.C.E. NUMBER: 42

CAREER LADDER:

FIRST LEVEL: Waiter/Waitress, Informal

SECOND LEVEL: Food Manager (large hotels)

THIRD LEVEL: Manager

FOURTH LEVEL: Owner

D.O.T.'s General Educational Development Level: 3

SITE WHERE THE JOB CAN BE OBSERVED:

Roland's Golden Steer
768 Woodside Road
Redwood City, CA

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

Number of Annual jobs in San Mateo County: 468 . This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Usual Entrance Requirements - Application Form
Interview, with an emphasis on:

1. experience
2. health
3. math
4. personality

JOB DESCRIPTION (DOT): Serves food to patrons at counters and tables of coffeeshops, lunchrooms, and other dining establishments where food service is informal; Presents menu, answers questions, and makes suggestions regarding food and service. Writes order on check or memorizes it. Relays order to kitchen and serves courses from kitchen and service bars. Observes guests to fulfill any additional request and to perceive when meal has been completed. Totals bill and accepts payment or refers patron to Cashier. May ladle soup, toss salads, portion pies and desserts, brew coffee, and perform other services as determined by establishment's size and practices. May clear and reset counters or tables at conclusion of each course.

ACADEMIC REQUIREMENTS FOR THE JOB OF WAITER/WAITRESS

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a waiter/waitress.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The center column * states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

* The items in the center column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W., and Smith, A. De W., Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.1 A WAITER/WAITRESS must be able to copy driver's license numbers for identification when a customer pays for a meal by check.

To accomplish this task, the student must be able to copy numbers exactly.

To demonstrate the ability to perform this task, the student will copy the following numbers with 100% accuracy:

827546, 372918, 124739, 97438

1A.2 Prerequisite to 1A.5 Identify place value of digits in a given whole number with up to seven digits.

1A.5 A WAITER/WAITRESS must be able to determine how many glasses of water and sets of silverware are needed at a table.

To accomplish this task, the student must be able to count accurately.

To demonstrate the ability to perform this task, the student will count the number of chairs around a given table designated by the instructor.

1B.1 Prerequisite to 1B.5 Perform additions of whole numbers given instructions such as:

What is the total of 8 and 5?
8 plus 5 is ____;
Find the sum of 8 and 5; 8
Add 8 and 5; 8 + 5 = ____; +5

1B.2 Prerequisite to 1B.5 Find the sum of a set of whole numbers of 1-5 digits including cases where carrying is required.

1B.3 Prerequisite to 1B.5 Perform subtraction of whole numbers given instructions such as:

8 minus 5 is ____; 8
Subtract 5 from 8; -5
Find the difference of 8 and 5;
8 - 5 = ____; If you had 8 and gave away 5, you would have ____.

1B.4 Prerequisite to 1B.5 Find the difference of two 1-5 digit numbers including cases where borrowing is required.

1B.5 A WAITER/WAITRESS must be able to set up tables for customers.

To accomplish this task, the student must be able to perform addition and/or subtraction given an oral statement of the problem.

To demonstrate the ability to perform this task, the student will determine that, if there are 12 people in a party, and all but 2 of them want wine with dinner, then 12 place settings are required and 10 wine glasses are needed.

1C.1 Prerequisite to 1C.5 Perform multiplication of whole numbers given instructions such as:

6 times 2 is ____; $6 \times 2 = ____$;
Six two's are ____; $\begin{array}{r} 6 \\ \times 2 \\ \hline \end{array}$
The product of 6 and 2 is ____;

1C.2 Prerequisite to 1C.5 Find the product of a given pair of whole numbers of which one number is up to 5 digits and the other number is up to 3 digits.

1C.3 Prerequisite to 1C.5 Perform division of two simple whole numbers (no remainder) given instructions such as:

6 divided by 2 is ____. $6 \div 2 = ____$;
2 into 6 goes ____ times; $2\overline{)6} = ____$;
The quotient of 6 divided by 2 is ____; $\frac{6}{2} = ____$.

1C.4 Prerequisite to 1C.5 Find quotients of 1-5 digit dividends and 1-3 digit divisors including cases where there are remainders.

1C.5 A WAITER/WAITRESS must be able to determine the correct amount of foods to bring to a table.

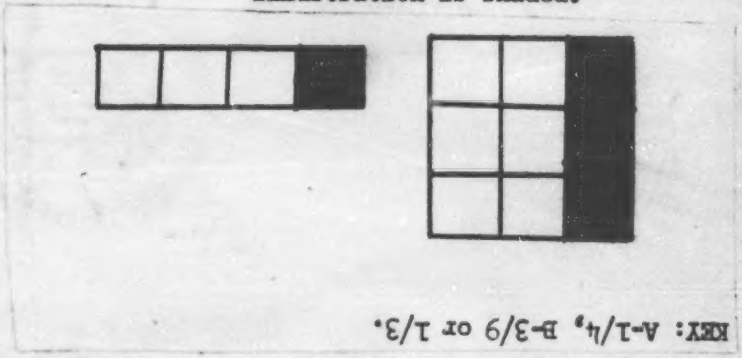
To accomplish this task, the student must be able to multiply and divide according to the numbers of people.

To demonstrate the ability to perform this task, the student will determine that, if 1 loaf of bread and 14 pats of butter are usually served to 6 people, 12 people would receive 2 loaves of bread and 28 pats of butter. If 2 plates of antipasto are served with 6 people, 3 people would receive only 1 plate.

2A.1 A WAITER/WAITRESS must be able to serve liquids in 1/2 liter containers.

To accomplish this task, the student must be able to recognize fractions.

To demonstrate the ability to perform this task, the student will examine the diagram below and determine what portion of each illustration is shaded.



KEY: A-1/4, B-3/9 or 1/3.

3B.1 Prerequisite to 3E.3 Calculate the sum of a set of decimal fractions.

3B.2 Prerequisite to 3E.4 Calculate the difference of two decimal fractions.

3B.3 Prerequisite to 3F.1 Solve a routine word problem using addition and/or subtraction of decimal fractions.

3C.1 A WAITER/WAITRESS must be able to compute sales tax.

To accomplish this task, the student must be able to multiply decimals and round off to 2 decimal places.

To demonstrate the ability to perform this task, the student will determine that:

37.98
x .06
2.2788 or 2.28

3C.2 Prerequisite to 3E.5 State or write the product of a number and a power of ten between .001 and 1,000 without written calculation.

3E.3 A WAITER/WAITRESS must be able to total checks for customers.

To accomplish this task, the student must be able to add columns of dollars and cents.

To demonstrate the ability to perform this task, the student will compute the following problems:

a)	b)	c)
$5.95	$10.95	$6.95
2.75	3.00	6.95
1.50	.50	4.95
.75	.85	5.25
.37	.61	4.75
		3.00
		2.50
		.75
		2.14

KEY: a. $11.32, b. $15.91, c. $37.24

3E.4 A WAITER/WAITRESS must be able to give customers change in payment of their food or take discounts off of the total price of the food.

To accomplish this task, the student must be able to subtract decimals.

To demonstrate the ability to perform this task, the student will compute the following subtraction problems:

$37.29	$20.00	$107.85	$60.00
- 3.73	-15.78	- 21.58	-54.23

KEY: $33.56, $4.22, $86.27, $5.77

3E.5 A WAITER/WAITRESS must be able to figure the cost of a party of diners all ordering the same meal.

To accomplish this task, the student must be able to figure the total cost of several items costing the same amount.

To demonstrate the ability to perform this task the student will determine that 7 dinners, all at $5.95, will cost $41.65.

3E.7 Prerequisite to 3C.1 Round off decimals to the nearest cent.

3F.1 A WAITER/WAITRESS must be able to compute meal charges, including tax, discounts and refunds.

To accomplish this task, the student must be able to solve problems involving a combination of arithmetical functions with decimal numbers.

To demonstrate the ability to perform this task, the student will examine 42-A and determine that an order of Deep Fried Prawns, Spaghetti, 2 coffees and a piece of cheesecake, with a $1.00 discount and 6% sales tax would amount to $7.05.

4A.1 Prerequisite to 4B.1 Identify a percent as equivalent to a fraction with 100 as the denominator.

4B.1 A WAITER/WAITRESS must be able to compute discounts.

To accomplish this task, the student must be able to calculate the percent of a number.

To demonstrate the ability to perform this task, the student will solve the 3 problems below:

1. 6% of $27.50;
2. 5.5% of $13.75;
3. 10% of $37.95.

KEY: 1. $1.65, 2. 7.56, 3. $3.80.

6D.1 Prerequisite to 6D.2 Add and subtract units of liquid measure including cases where regrouping is required.

6D.2 A WAITER/WAITRESS must combine different ingredients for drinks.

To accomplish this task, the student must be able to determine how much of a certain liquid is needed and properly measure out that amount.

To demonstrate the ability to perform this task, the student will determine that if 1 gallon of milk is needed and there are only 1 quart and 2 cups, 2 quarts and 1 pint more milk are needed. The student will measure out 5 pints of liquid for the instructor to verify.

6G.1 A WAITER/WAITRESS must be able to fill out a time sheet.

To accomplish this task, the student must be able to add and subtract 12-hour clock times.

To demonstrate the ability to perform this task, the student will determine that if he worked from 7:00 A.M. until 4:00 P.M., he would have worked 9 hours. If his normal day consisted of 6 hours, he would have worked 3 hours overtime.

8A.3 Prerequisite to 8A.5 Identify a series of consecutive whole numbers or multiples of whole numbers with or without equal subdivisions between numbers on a measuring device, as a graduated scale.

8A.4 Prerequisite to 8A.5 Write the size of the interval between:

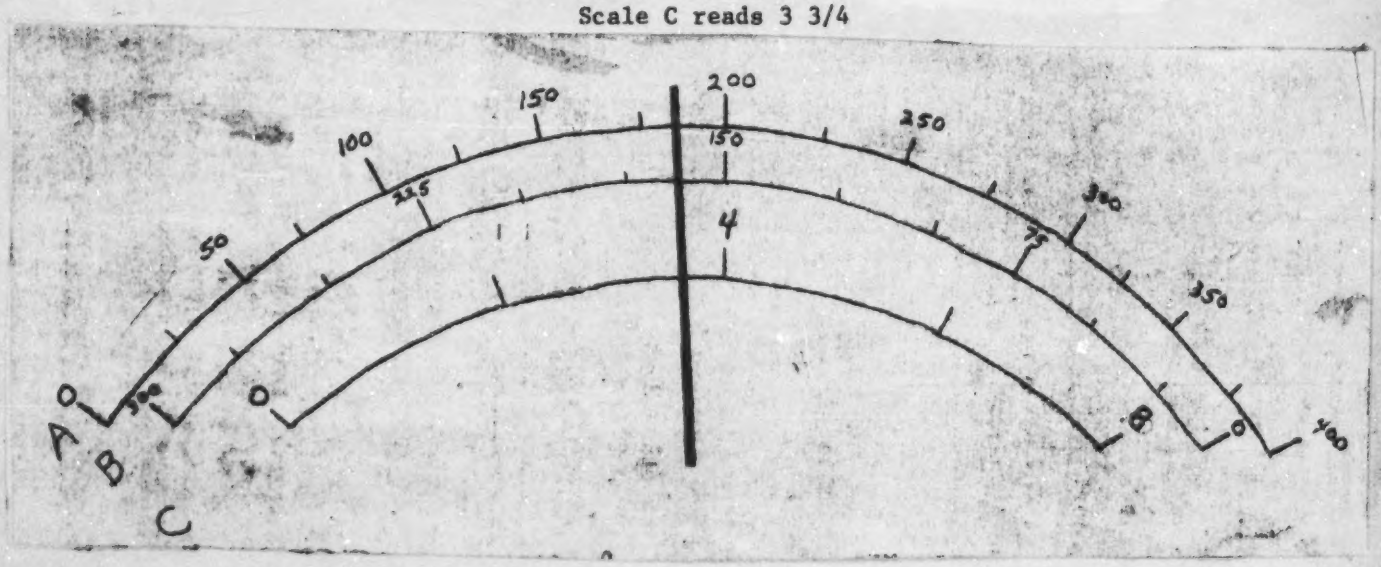
a. numerals on a graduated scale
b. subdivisions on a graduated scale.

8A.5 A WAITER/WAITRESS must be able to use various machines to make milkshakes and coffee.

To accomplish this task, the student must be able to read graduated scales.

To demonstrate the ability to perform this task, the student will examine the set of scales below and determine that:

Scale A reads 185
Scale B reads 162
Scale C reads 3 3/4



9E.3 A WAITER/WAITRESS must be able to serve wines which come in premeasured containers.

To accomplish this task, the student must be able to identify 1 liter and 1/2 liter containers.

To demonstrate the ability to perform this task, the student will examine 2 containers (1 liter and 1/2 liter) and identify that one which is of 1/2 liter capacity.

13A.1 Prerequisite to 15A.2 Given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

15A.1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 A WAITER/WAITRESS must be able to use a variety of food products.

To accomplish this task, the student must be able to read the labels on packages and containers.

To demonstrate the ability to perform this task, the student will read the label below and explain to the instructor how to make coffee--by the cup and by the pot.

SUPER SPECIAL FREEZE-DRIED COFFEE

A superior blend of the finest coffee beans--dried at the peak of their flavor.

By the cup or by the pot

Use 1 rounded teaspoonful per cup. Add boiling water and stir. To make a potful bring water to the boil in your pot. Remove the pot from the heat and add one teaspoonful of coffee for every cup of water the pot contains.

15A.3 A WAITER/WAITRESS must be able to converse with fellow workers.

To accomplish this task, the student must be able to understand words common to the occupation.

To demonstrate the ability to perform this task, the student will match the following words with the correct definitions:

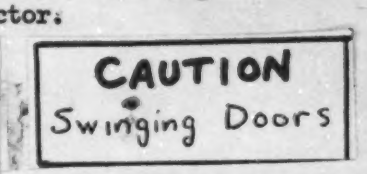
1.	patron	A. a bar from which food is served
2.	a la mode	B. the main meal
3.	a la carte	C. cooked for that day especially
4.	service bar	D. a person in charge of cash transactions for a store, restaurant, etc.
5.	banquet	E. a helping of food
6.	course	F. work done on the side or in addition to regular work
7.	du jour	G. a large dinner given for a group of people
8.	cover charge	H. a regular customer
9.	entree	I. a part of a meal served at one time
10.	menu	J. with a separate price for each item
11.	side work	K. made or served in a certain style, as pie with ice cream
12.	portion	L. money charged to defray the cost of entertainment
13.	cashier	M. a listing of meals served with their prices

KEY: A4, B9, C7, D13, E12, F11, G5, H1, I6, J3, K2, L8, M10.

15B.1 A WAITER/WAITRESS must be able to work safely on the job.

To accomplish this task, the student must be able to read functional signs and understand their meanings.

To demonstrate the ability to perform this task, the student will read the signs below and explain their meanings to the instructor.



16B.1 Prerequisite to 16B.3 Describe the uses of charts and tables and define them as a visual way to give information in a compact and organized form.

16B.2 Prerequisite to 16B.3 State the type of information recorded on given charts or tables.

16B.3 A WAITER/WAITRESS must be able to total the price of a meal.

To accomplish this task, the student must be able to, given common reference tables and charts such as sales tax tables and menus, answer factual questions based on the data supplied.

Transaction	Tax	Transaction	Tax
.01- .10	.00	14.25-14.41	.86
.11- .22	.01	14.42-14.58	.87
.23- .39	.02	14.59-14.74	.88
.40- .56	.03	14.75-14.91	.89
.57- .73	.04	14.92-15.08	.90
.74- .90	.05	15.09-15.24	.91
.91- 1.08	.6	15.25-15.41	.92
1.09- 1.24	.7	15.42-15.58	.93
1.25- 1.41	.08	15.59-15.74	.94
1.42- 1.58	.09	15.75-15.91	.95
1.59- 1.74	.10	15.92-16.08	.96
1.75- 1.91	.11	16.09-16.24	.97
1.92- 2.08	.12	16.25-16.41	.98
2.09- 2.24	.13	16.42-16.58	.99
2.25- 2.41	.14	16.59-16.74	1.00
2.42- 2.58	.15	16.75-16.91	1.01
2.59- 2.74	.16	16.92-17.08	1.02
2.75- 2.91	.17	17.09-17.24	1.03
2.92- 3.08	.18	17.25-17.41	1.04
3.09- 3.24	.19	17.42-17.58	1.05

To demonstrate the ability to perform this task, the student will examine 42-A and determine that a Reuben sandwich and iced tea would cost $2.75. Then the student, using the sales tax chart to the left, will compute the tax at $ .17 and thus, the total bill will be $2.92.

17A.1 Prerequisite to 22E.4 Select appropriate titles for paragraphs, given a list of titles.

17A.3 Prerequisite to 22E.4 Identify orally the main idea in a given paragraph.

17A.4 Prerequisite to 19A.15 Identify statements as being true or false after reading a given selection.

17A.7 Prerequisite to 19A.15 Do an exercise that requires recall of given instructions or information.

17A.13 Prerequisite to 19A.15 Given a set of written instructions involving activities to be performed by a number of people, and the particular roles, prepare a list and sequence of activities to be performed.

19A.10 Prerequisite to 19A.15 Answer "who", "what", "where", "when" and literal "why" questions based on spoken information.

19A.15 A WAITER/WAITRESS must be able to serve customers properly and efficiently.

To accomplish this task, the student must be able to perform a series of two or three activities which require recall of oral instructions. (The activities to be within the abilities of the student - recall is the item to be demonstrated.)

To demonstrate the ability to perform this task, the student will listen to the following orders and recall and retell them to the instructor:

4 coffees, 2 with milk, 1 with sugar, 1 black;

2 eggs, sunny-side up, hash browned potatoes;

2 filet mignons, 1 rare, 1 medium

3 milks, 2 orange juice, 1 grapefruit juice, 1 tomato juice.

21A.3 Prerequisite to 22B.2 Given a date (day, month, date, year) write the date using correct punctuation and capitalization.

21A.4 Prerequisite to 21A.7 Given a standard clock, tell correct time to within 5 minutes of actual time.

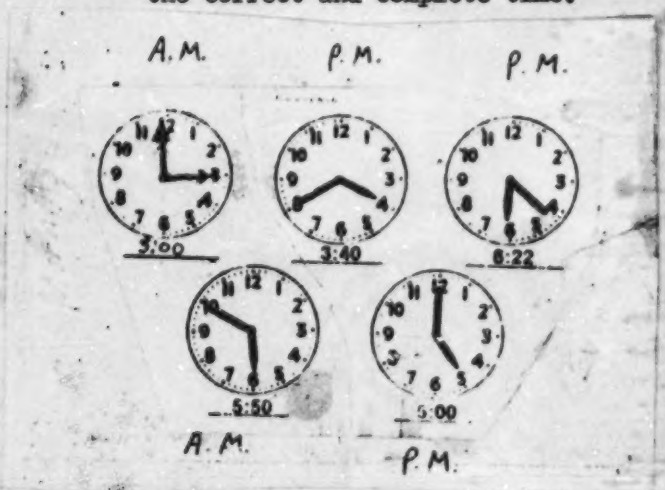
21A.5 Prerequisite to 21A.7 Given times of the day, be able to write time:

a. 8:00
b. eight o'clock
c. 8 o'clock

21A.7 A WAITER/WAITRESS must be able to take reservations and fill out time sheets.

To accomplish this task, the student must be able to write the correct time including the use of A.M. and P.M.

To demonstrate the ability to perform this task, the student will examine the clocks below and relate to the instructor the correct and complete time:



22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.

22B.2 A WAITER/WAITRESS must be able to apply for jobs.

To accomplish this task, the student must be able to fill out job applications completely and accurately.

To demonstrate the ability to perform this task, the student will refer to 42-B and complete it accurately and legibly.

22B.7 A WAITER/WAITRESS must pay taxes.

To accomplish this task, the student must be able to fill out W-2 and W-4 forms for withholding taxes.

To demonstrate the ability to perform this task, the student will fill out the W-4 form below.

Form **W-4**
(Rev. Sept. 1974)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

(This certificate is for income tax withholding purposes only; it will remain in effect until you change it.)

Type or print your full name

Your social security number

Home address (Number and street or rural route)

Marital status
☐ Single ☐ Married
(If married but legally separated, or spouse is a nonresident alien, check the single block.)

City or town, State and ZIP code

1 Total number of allowances you are claiming . . . . . .

2 Additional amount, if any, you want deducted from each pay (if your employer agrees) . . . . . $

I certify that to the best of my knowledge and belief, the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled.

Signature ▶ ..... Date ▶ ....., 19.....

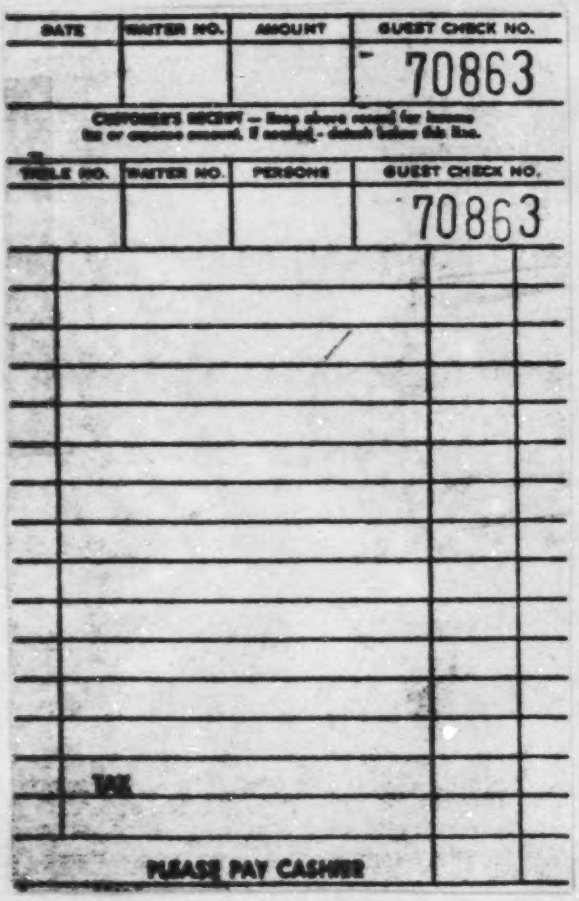
22E.1 Prerequisite to 22E.4 Write down the exact words of a short message given orally.

22E.2 Prerequisite to 22E.4 Write the main ideas of a speaker.

22E.3 Prerequisite to 22E.4 Write notes on details or facts given by a speaker.

22E.4 A WAITER/WAITRESS must be able to serve customers accurately and efficiently.

To accomplish this task, the student must be able to record oral information given by filling out an order form or other standard information sheet.



To demonstrate the ability to perform this task, the student will examine 42-A and fill out the counter slip accurately and completely for 3 persons at table 2 on 11/24 served by waiter 16 and ordering: 1 prawn dinner, 2 turkey sandwiches and 3 coffees, including the prices and the total amount of the bill.

26B.1 A WAITER/WAITRESS must be able to set a table properly.

To accomplish this task, the student must be able to sort silverware.

To demonstrate the ability to perform this task, the student will sort a group of utensils into 3 sets, 1 each of knives, forks and spoons. Then, from these 3 sets, the student will form 3-piece sets of 1 fork, 1 knife and 1 spoon.

42-A

Substitute page from menu

850.

42-B

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) | 3. TELEPHONES Home ____ Business ____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From ____ To ____ **NOTE:** To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed	Name and Location of Last Elementary or High School	Graduated?
6 7 8 9 10 11 12		Yes ☐ No ☐

Name and Location of College or University	Major	Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer ____ From ____ mo. ____ year

Address ____ To ____ mo. ____ year

Supervisor's Name & Title ____ Phone ____ Total ____ years ____ months

Your Title ____ Full Time ☐ Part Time ☐

Duties ____ Last Salary ____

Reason for leaving ____

Employer ____ From ____ mo. ____ year

Address ____ To ____ mo. ____ year

Supervisor's Name & Title ____ Phone ____ Total ____ years ____ months

Your Title ____ Full Time ☐ Part Time ☐

Duties ____ Last Salary ____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

A.C.E. COMPETENCY BASED JOB DESCRIPTION

OCCUPATIONAL TITLE: JANITOR

D.O.T. CODE: 382.884

ACE Number: 45 (4th Ed.: 382.664-010) **FACT SHEET**

CAREER LADDER:

FIRST LEVEL:
- Grade I: Custodian (Janitor)
- Grade II: Custodian II

SECOND LEVEL:
- Head Custodian

THIRD LEVEL:
- Supervisor

GED LEVEL: 3

Site where the job can be observed:
Hoover Elementary School
Stanbaugh and Charter
Redwood City, CA
John Brand, Principal

Number of Annual Jobs in San Mateo County: 40 This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Job Prerequisites: Application, interview.

D.O.T. JOB DESCRIPTION: Keeps hotel, office building, apartment house or similar building in clean and orderly condition and tends furnace and boiler to provide heat and hot water for tenants, performing any combination of the following duties: Sweeps and mops or scrubs hallways and stairs. Regulates flow of fuel into automatic furnace or shovels coal into hand-fired furnace. Empties tenants' trash and garbage containers. Keeps building in good repair performing routine painting, plumbing, electrical wiring, and other related maintenance activities using handtools. Cautions tenants regarding complaints about excessive noise, disorderly conduct or misuse of property. Notifies management concerning need for major repairs or additions to lighting, heating and ventilating equipment. Cleans snow and debris from sidewalk. Mows lawn, trims shrubbery, and cultivates flowers, using handtools and power tools. Posts signs to advertise vacancies and shows empty apartments to prospective tenants.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF JANITOR

Below are listed, first in general terms and then in specific competencies, the math and communication activities which a person must typically be able to carry out to function successfully as a janitor.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisite to those competencies.

The left hand column states the skill in more general language. The controlled language of this column permits comparison of skills between occupations.

The items in the left hand column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W., and Smith, A. De W, **Generic Skills Handbook of Occupational Information**, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

These materials were developed pursuant to a grant from HEW, OE under PL93-380, Section 309. This does not necessarily imply endorsement of the content.

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
1A.1 Given a series of numbers in numeral form (e.g., 10, 20, 30), be able to copy series in handwritten form with 100% accuracy.	See 1A.5
1A.4 Write a whole number less than 10 million given the word name of the number.	See 1A.5
1A.5 Count a set of up to 100 objects and state or write the number of objects counted.	A janitor must be able to take an inventory of equipment (lawn furniture, playground equipment, etc.). To accomplish this task, the student must be able to count and write the number of objects counted. **To demonstrate the ability to perform this task, the student will count the number of pencils in the room.**
1B.1 Perform additions of whole numbers given instructions such as: What is the total of 8 and 5? 8 plus 5 is _____. Find the sum of 8 and 5. Add 8 and 5. 8 + 5 = _____.	See 1B.3 8 +5
1B.3 Perform subtraction of whole numbers given instructions such as: 8 minus 5 is _____. Subtract 5 from 8. Find the difference of 8 and 5. 8 - 5 = _____. If you had 8 and gave away 5, you would have _____.	A janitor must be able to computa how many apartments are vacant. To accomplish this task, the student must be able to perform subtraction of whole numbers. **To demonstrate the ability to perform this task, the student will determine that if forty out of forty-five apartments are rented, then five are vacant.** 8 -5
2A.1 In a given diagram or illustration, name the fraction which represents a given number of parts out of a total number of equal parts.	A janitor must be able to mix solutions for cleaning. To accomplish this task, the student must be able to name the fraction which represents a given number of parts out of a total number of equal parts. **To demonstrate the ability to perform this task, the student will determine that a window washing solution could be one part ammonia to ten parts water by determining that one tenth of the blocks are shaded.**

6C.5 Estimate the liquid contents or capacity of common containers within 50% of the actual content or capacity.	See 6D.2
6D.2 Measure liquid content or capacity of a container to within 1 unit of the scale on the measuring instrument.	A janitor must be able to use a measuring cup when mixing cleaning solutions. To accomplish this task, the student must be able to measure liquid in a container. **To demonstrate the ability to perform this task, the student will measure six ounces of water in a liquid measuring device.**

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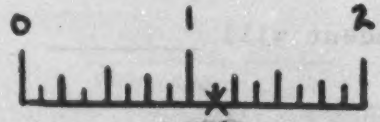
INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
6F.2 Measure a given distance or one dimension of an object with a ruler or tape measure correct within one unit of the scale reading.	A janitor must be able to measure square feet of floor to be waxed before buying wax. To accomplish this task, the student must be able to measure dimensions with a tape measure. **To demonstrate the ability to perform this task, the student will determine that the line below is 2 and 3/8 inches long.**
6G.1 Add and subtract 12-hour clock times including cases where borrowing is required.	See 6G.7
6G.2 Measure the actual duration of time expended to perform routine functions, correct within 5% of actual duration.	See 6G.7
6G.3 Add a 12-hour clock time to a time interval.	See 6G.7
6G.4 Subtract a time interval from a 12-hour clock time.	See 6G.7
6G.7 Estimate the duration of time actually required to perform routine functions, within 50% of the actual time.	A janitor must be able to schedule his work. To accomplish this task, the student must be able to estimate the amount of time required to perform routine functions. **To demonstrate the ability to perform this task, the student will estimate the time it takes to travel from home to the ACE project.**
8A.3 Identify a series of consecutive whole numbers or multiples of whole numbers with or without subdivisions between numbers on a measuring device, as a graduated scale.	See 8A.5
8A.4 Write the size of the interval between: a. numerals on a graduated scale; b. subdivisions on a graduated scale.	See 8A.5
8A.5 Write the measurement indicated on a sketch of a graduated scale: to a given precision when the scale is marked off in multiples of a whole number with or without subdivisions.	A janitor must be able to measure and record the amount of tape necessary to replace markings on tennis and volleyball courts. To accomplish this task, the student must be able to write measurements on a graduated scale. **To demonstrate the ability to perform this task, the student will determine that the x below is at 1 and 3/8 inches.** 

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
12A.3 Identify a given drawing as a map, blue print, photograph, schematic diagram or assembly (exploded view) drawing.	A janitor must be able to refer to a room plan when summoned to a certain area. To accomplish this task, the student must be able to identify the location of a room from a given floor plan. **To demonstrate the ability to perform this task, the student will refer to 45-B and determine that rooms 203 and 204 are the location of the rapid learning center in Hoover School.**
13A.1 Given the letters of the alphabet in random order, read each letter and pronounce each letter correctly.	See 13A.2
13A.2 Given the letters of the alphabet in random order, read each letter correctly.	A janitor must be able to read letters of the alphabet when they are used to designate a room in a building. To accomplish this task, the student must be able to read letters in alphabetical order. **To demonstrate the ability to perform this task, the student will determine that the room left of the teachers' room in 45-B is the M.P. room.**
15A.1 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).	See 15A.3
15A.2 Read words from the labels of frequently used products or of products used in a given occupation.	See 15A.3
15A.3 Read and use in an oral sentence words from a list of words common to the vocabulary of a given occupation.	A janitor must be able to converse with customers and co-workers. To accomplish this task, the student must understand the occupational vocabulary. **To demonstrate the ability to perform this task, the student will match the following with 90% accuracy:** **A. plumbing** **B. vacuum cleaner** **C. floor polisher** **D. thermostat** **E. carpenter's square** **F. work order** **G. requisition** **H. structural** **I. bulletin** **J. contractor** **K. furnace** **L. boiler** **M. tenant**

1. **an instrument having two sides that form a 90° angle, used for drawing or testing right angles**
2. **an enclosed structure in which heat is produced for heating a building**
3. **a tank in which water is turned to steam for heating or power**
4. **having to do with the manner of building or constructing something**
5. **a person who pays rent to occupy a building**
6. **a cleaner which works by suction or the creation of a partial vacuum**
7. **the pipes and fixtures with which a plumber works**
8. **an apparatus with which floors are made smooth and bright and glossy**
9. **an apparatus for regulating temperature**
10. **a formal written request, as for equipment**
11. **a regular publication or a brief statement or announcement**
12. **one who contracts to supply certain materials or do certain work for a stipulated sum, especially in the building trades**
13. **a form which lists or describes the jobs to be done**

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Key: 1. M, 2. K, 3. L, 4. J, 5. I, 6. G, 7. F, 8. E, 9. D, 10. C, 11. B, 12. A, 13. H

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
16A.4 Given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders, answer factual questions based on the data on the forms.	A janitor receives and must be able to read a paycheck. To accomplish this task, the student must be able to answer factual questions based on the data on forms. **To demonstrate the ability to perform this task, the student will read the paycheck stub below and determine that the gross pay is $190.40, the federal tax withheld is $25.50, the Social Security tax is $8.00, and the net pay is $156.90.**

Name	Louis Stacey			
From	8/19	To	9/1	Incl.
Regular			190.	40
Overtime				
Total Earnings			190.	40
wh/tax		25.	50	
F.I.C.A.		8.	00	
Total Deductions			33.	50
Amount of Check			156.	90

No. 153

LAND 12, CALIFORNIA

September 8, 19 67

PAY TO THE ORDER OF Louis Stacey $ 156.90

One hundred fifty-six and 90/100 ---------- DOLLARS

92ND AND BROADWAY OFFICE
Valley National Bank
LAND, CALIFORNIA

Tristram Shandy

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
16C.1 Given notes, letters or memos, be able to identify: a. the author; b. the recipient; c. the activities required of the recipient; and answer factual and interpretative questions from the contents.	A Janitor must be able to notify management concerning needs for major repairs. To accomplish this task, the student must be able to identify the activities required in a note. To demonstrate the ability to perform this task, the student will refer to 45-C and determine that the janitor's job location and job description are to be typed on this work order requisition and then approved by the appropriate supervisor.
16D.1 Identify a manual as a handbook of instructions and/or information related to one topic and give an example of a manual.	See 16D.5
16D.2 Identify the particular kind of information or directions included in a given manual, using the title, table of contents, and/or index as guide.	See 16D.5

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
18D.3 Identify the parts of a given manual which apply to a given situation using the table of contents and/or index as guide.	See 18D.5
18D.5 Apply instructions or information from a given manual to a particular situation given an oral description of a problem that can be solved using information from the manual.	A janitor must be able to follow instructions in a manual. To accomplish this task, the student must be able to apply instructions from a given manual to a particular situation. **To demonstrate the ability to perform this task, the student will read the vacuum manual page below and determine that a 16" squeegee nozzle is to be used for wet pick-up.**

All-Purpose Vac

There are two Regin
designated as M

Substitute vacuum manual page

...cessories:

- ... fittings
- ...wands
- ...ved wand (attaches
- ...traight wands and hose)
- ...wide floor nozzle with brush
- ...0" wide squeegee nozzle for wet pick-up.
- Adaptor for switching from 2½" accessories to 1¼" accessories

21A.1 Identify seconds, hours, days, months, years, decades, centuries as units of time.	See 21A.3
21A.2 Given dates of the year, locate dates on a current calendar.	See 21A.3

INSTRUCTIONAL OBJECTIVES	JOB COMPETENCIES
21A.3 Given a date (day, month, year), write the date using correct punctuation and capitalization.	A janitor must be able to date all written communications. To accomplish this task, the student must be able to write dates correctly. **To demonstrate the ability to perform this task, the student will write tuesday 1/4/76 as Tuesday, January 4, 1976.**
21A.4 Given a standard clock, tell correct time to within 5 minutes of the actual time.	See 21A.7
21A.5 Given times of the day, be able to write time: a. 8:00; b. eight o'clock; c. 8 o'clock.	See 21A.7
21A.6 Explain and use correctly the abbreviations A.M. and P.M.	See 21A.7
21A.7 Explain and use correctly such expressions as: quarter to; half past; quarter of; quarter past.	A janitor must be able to tell time and set clocks. To accomplish this task, the student must be able to tell time correctly. **To demonstrate the ability to perform this task, the student will determine that the time is:**

[morning]
1:45 A.M. [or] quarter of 2:00 in the morning.

[evening]
7:30 P.M. [or] half past 7:00 in the evening.

22A.1 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.	See 22B.2
22B.1 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.	See 22B.2
22B.2 Complete a sample application form for employment in a legible manner.	A janitor must be able to apply for a job. To accomplish this task, the student must be able to fill out a job application. **To demonstrate the ability to perform this task, the student will fill out form 45-A accurately and legibly.**

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45-A

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code)

3. TELEPHONES
Home _____
Business _____

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From _____ To _____ NOTE: To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed
6 7 8 9 10 11 12

Name and Location of Last Elementary or High School

Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer _____
Address _____
Supervisor's Name & Title _____ Phone _____
Your Title _____
Duties _____

From _____ mo. year
To _____ mo. year
Total _____ years months
Full Time ☐ Part Time ☐
Last Salary _____
Reason for leaving _____

Employer _____
Address _____
Supervisor's Name & Title _____ Phone _____
Your Title _____
Duties _____

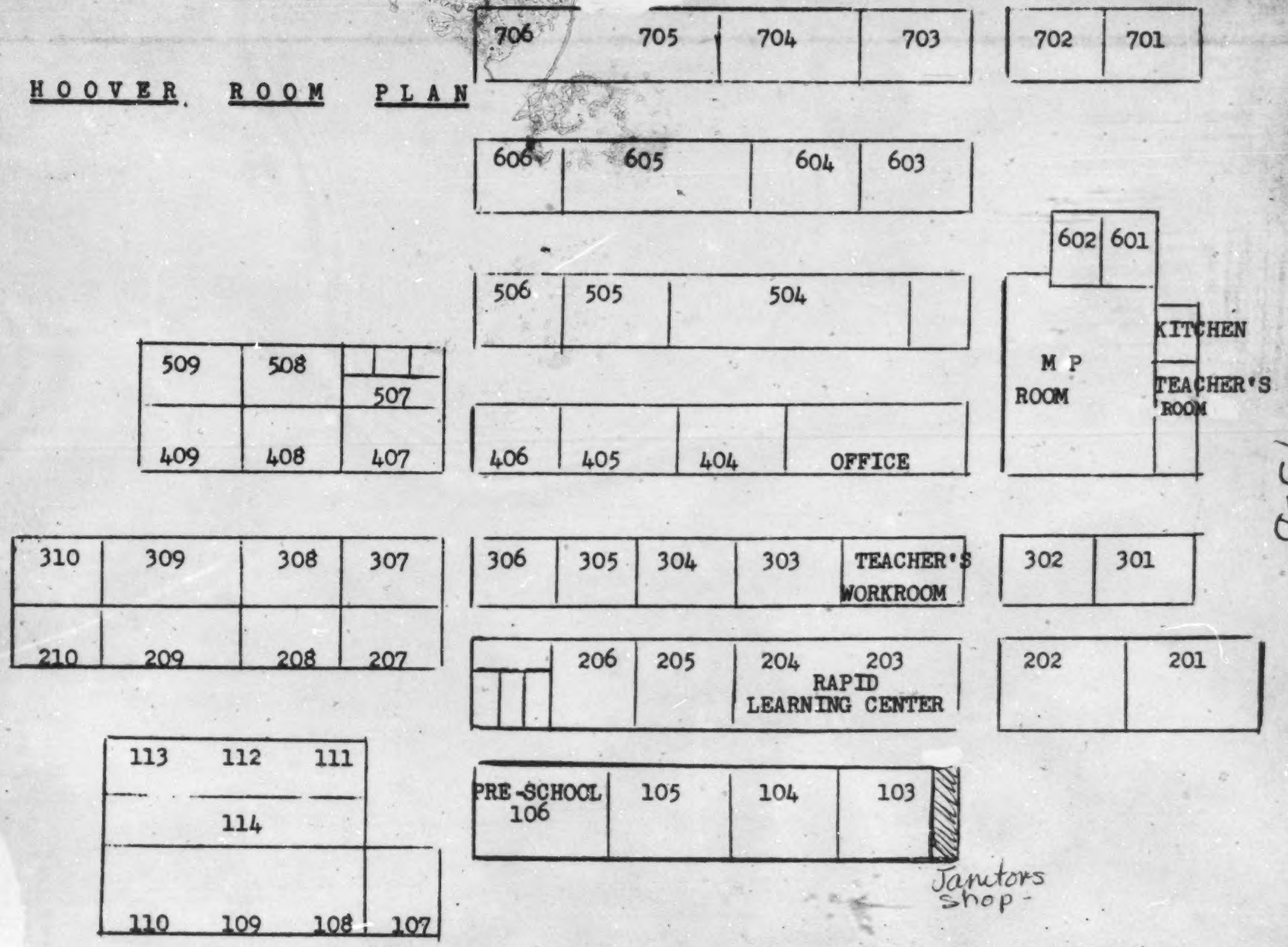
From _____ mo. year
To _____ mo. year
Total _____ years months
Full Time ☐ Part Time ☐
Last Salary _____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

45-B

HOOVER ROOM PLAN



45-B

856

45-C

REDWOOD CITY SCHOOL DISTRICT

WORK ORDER REQUISITION

Only one type of repair is to appear on each requisition. NO.

Types

Structural
Electrical
Plumbing
Glass Replacement
Cabinetmaking
Audio-Visual
Gardening
Painting
Grounds

School _____ Requisitioned by: _____

Job Location

Job Description

Approved by _____ Date _____

Supt's Office _____ Approved _____ Not Approved _____ Date _____

Dir. Bldgs. & Grnds. _____ Approved _____ Not Approved _____ Date _____

Job Assigned to: Date _____

Date Started	Date Completed	Man Hours Regular	Man Hours Overtime	Total Hours

By Carpenter _____ Painter _____ Others _____

Material Used _____

DIR. BLDGS. & GROUNDS

A.C.E. COMPETENCY BASED JOB DESCRIPTION 46

OCCUPATIONAL TITLE: PORTER

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: Porter (Air Transportation)

D.O.T. CODE: 381.887 (4th Ed.: 357-677-010)

A.C.E. NUMBER: 46

CAREER LADDER:

FIRST LEVEL: Porter

SECOND LEVEL: Lead Porter

THIRD LEVEL: Supervisor

D.O.T.'S General Educational Development Level: 2

SITE WHERE THE JOB CAN BE OBSERVED:

United Airlines
San Francisco International Airport
San Francisco, CA 94128

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Number of Annual Jobs in San Mateo County: 1,152. This number is based upon the San Francisco Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security applicant record system reports on local San Mateo County Employment Development Department job opening activity.

Usual Entrance Requirements: Sense of responsibility, promptness, ability to learn from observation. The porter occupational title includes varying responsibilities in different settings. This description of requirements includes only those competencies essential for a hotel porter and an airplane or train porter.

JOB DESCRIPTION (D.O.T.): Keeps premises of commercial establishment, office building, or apartment house in clean and orderly condition, performing any combination of the following duties: Dusts furniture, walls, office machines and equipment. Sweeps and mops floor and stairways, scrubs and buffs floors, using machine equipped with rotating brushes. Delivers messages between departments and between establishments. Transfers raw materials and semifinished products between departments or establishments to supply machine tenders or operators with materials for processing, using handtruck. May work in establishments such as bank, insurance company, educational institution, place of amusement, beauty parlor, public bath, dental laboratory, precinct station, store, or repair shop.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF PORTER

Below are listed, first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a porter.

The right hand column lists the exact competencies found to have been essential to the job in our on-site employee interview.

The center column* states the skills in more general language. The controlled language of this column permits comparison of skills between occupations.

*The items in the center column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W., and Smith, A. De W., Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.2 Prerequisite to 1A.5 Identify place value of digits in a given whole number with up to seven digits.

1A.3 A PORTER must be able to read numbers on trucks and signs.

To accomplish this task, the student must be able to read a given whole number less than 10 million and write its name in words.

To demonstrate the ability to perform this task, the student will read to the instructor the following numbers:

10, 9, 6, 4, 5, 7, 1, 3, 8, and 2.

1A.5 A PORTER must be able to count the number of articles to be delivered.

To accomplish this task, the student must be able to count a set of up to 100 objects and state or write the number of objects counted.

To demonstrate the ability to perform this task, the student will count a stack of papers and record the correct amount.

6G.1 A PORTER must be able to fill out a weekly time card.

To accomplish this task, the student must be able to add and subtract 12-hour clock times including cases where borrowing is required.

To demonstrate the ability to perform this task, the student will calculate that:

a. 6 hours and 30 minutes + 7 hours and 15 minutes = 13 hours and 45 minutes.
b. 6 hours and 45 minutes + 5 hours and 50 minutes = 12 hours and 35 minutes.
c. 7 hours and 20 minutes - 5 hours and 30 minutes = 1 hour and 50 minutes.
d. 3 hours and 40 minutes - 50 minutes = 2 hours and 50 minutes.

13A.1 A PORTER must be able to read alphabetical codes on cars, trucks, airplanes and luggage.

To accomplish this task, the student must be able to, given letters of the alphabet in manuscript form and in random order, read each letter and pronounce each letter correctly.

To demonstrate the ability to perform this task, the student will read the following to the instructor:

a. A C D G Z Y.
b. G J B O.
c. P T D G M.
d. A C D G Z Y.
e. G J B O.
f. P T D G M.

15A.1 Prerequisite to 15A.3 Read a list of 50 words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 Prerequisite to 15A.3 Read words from the labels of frequently-used products or of products used in a given occupation.

15A.3 A PORTER must be able to converse with customers and co-workers.

To accomplish this task, the student must be able to read and use words from a list of words common to the vocabulary of the occupation.

To demonstrate the ability to perform this task, the student will match the following with 90% accuracy:

A. luggage	1. bags or other equipment of a traveler
B. tickets	2. with the most expensive accommodations.
C. claim check	3. the place toward which someone is going.
D. destination	4. printed cards or pieces of paper that give one a specified right
E. transfers	5. suitcases, valises, trunks, etc.; baggage
F. concourse	6. the time a person arrives
G. flight	7. low-priced accommodations
H. terminal bldg.	8. a large open space where crowds gather
I. first class	9. a ticket entitling the bearer to change from one bus, train, etc. to another
J. tourist class	10. a ticket which shows that a person can rightfully claim something, e.g., baggage
K. arrival time	11. a place which is the end of a transportation line.
L. baggage	12. a trip by an airplane.

KEY: A 5, B 4, C 10, D 3, E 9, F 8, G 12, H 11, I 2, J 7, K 6, L 1.

15B.1 A PORTER must be able to read and explain direction signs in airports, train and bus terminals.

To accomplish this task, the student must be able to read aloud and explain a series of common functional signs (e.g., safety signs, road signs, etc.).

To demonstrate the ability to perform this task, the student will correctly read live functional signs shown by the instructor (46-C). Those to be shown are circled.

16A.1 Prerequisite to 22B.1 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

16A.2 Prerequisite to 16A.4 Interpret terminology and abbreviations frequently found in forms.

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 A PORTER must be able to receive and read a paycheck.

To accomplish this task, the student must be able to, given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders, answer factual questions based on the data on the forms.

To demonstrate the ability to perform this task, the student will read 46-D, and determine that the gross pay is $190.40, the federal income tax withheld is $25.50, the Social Security tax is $8.00 and the net pay is $156.90.

16C.1 Prerequisite to 25A.4 Given notes, letters, or memos, be able to identify:

a. the author;
b. the recipient;
c. the activities required of the recipient;

and answer factual and interpretive questions from the contents.

16D.1 Prerequisite to 16D.4 Identify a manual as a handbook of instructions and/or information related to one topic, and give an example of a manual.

16D.2 Prerequisite to 16D.4 Identify the particular kind of information or directions included in a given manual, using the title, table of contents, and/or index as guide.

16D.3 Prerequisite to 16D.4 Identify the parts of a given manual which apply to a given situation using the table of contents and/or index as guide.

16D.4 A PORTER must be able to refer to the Cabin Cleaning and Set-Up manual to determine the number and kinds of safety cards and oxygen masks needed on different types of airplanes and trains.

To accomplish this task, the student must be able to, given a typical parts manual, locate a particular part and answer factual questions about its description (e.g., price, code number, vendor, etc.)

To demonstrate the ability to perform this task, the student will determine that a large 2m cottonball is #45-4440 by looking at 46-A.

17A.5 Prerequisite to 25A.4 Answer "what," "who," "when," and "where" questions using factual information from an article.

21A.1 Prerequisite to 6G.1 Identify seconds, hours, days, months, years, decades, centuries as units of time.

21A.2 Prerequisite to 6G.1 Given dates of the year, locate dates on a current calendar.

21A.3 Prerequisite to 6G.1 Given a date (day, month, date, year), write the date using correct punctuation and capitalization.

21A.4 A PORTER must be able to tell correct time to convey to passengers.

To accomplish this task, the student must be able to, given a standard clock, tell correct time to within 5 minutes of actual time.

To demonstrate the ability to perform this task, the student will examine twenty clocks with time settings and accurately record the indicated time.

Example:

A. 12:30

B. 12:15

21A.5 Prerequisite to 21A.6 Given times of the day, be able to write time:

a. 8:00
b. eight o'clock
c. 8 o'clock

21A.6 A PORTER must be able to read time schedules and convey times to passengers.

To accomplish this task, the student must be able to explain and use correctly the abbreviations A.M. and P.M.

To demonstrate the ability to perform this task, the student will identify 8:00 A.M. as morning and 7:45 P.M. as evening.

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.2 A PORTER must be able to fill out a job application.

To accomplish this task, the student must be able to complete a sample application form for employment in a legible manner.

To demonstrate the ability to perform this task, the student will fill out 46-B correctly and legibly.

25A.2 Prerequisite to 25A.4 Describe orally, in a few short sentences, information about a given person, place, thing, or job performed.

25A.3 Prerequisite to 25A.4 Answer questions orally about material read (such as a note, memo, or letter).

25A.4 A PORTER must be able to report a problem regarding safety or supplies.

To accomplish this task, the student must be able to describe an experience or some event that was witnessed (or read about).

To demonstrate the ability to perform this task, the student will look at a picture of a group scene and will list ten facts about the scene in the picture.

26B.1 A PORTER must be able to sort objects such as safety cards and oxygen masks to determine which type belongs in which aircraft.

To accomplish this task, the student must be able to, given objects, sort by given classification criteria. The sorting should require a minimum of judgment. To oversimplify, sorting apples by types or tools by various generic classifications would be appropriate but sorting apples by quality or lumber by grades is a rating skill.

To demonstrate the ability to perform this task, the student will sort a full deck of playing cards into the four suits: hearts, clubs, spades and diamonds.

45 4350	BANDAGE PLASTER GREEN LABEL 2 IN 12	BX
45 4355	BANDAGE PLASTER GREEN LABEL 3 IN 12	BX
45 4360	BANDAGE PLASTER GREEN LABEL 4 IN 12	BX
45 4365	BANDAGE PLASTER GREEN LABEL 6 IN 12	BX
45 4370	BANDAGE PLASTER RESIN 4 IN 12	BX
45 4390	BANDAGE PLASTER SPL GRN LABL 4X1550	BX
45 4395	BANDAGE TRACHESTOMY 600	CS
45 4400	BANDAGE TRIANGULAR 6	BX
45 4420	BANDAID SPOT 100	BX
45 4425	BANDAID STRIPS 100	BX
45 4440	COTTON BALLS LARGE 2M	CS
45 4455	COTTON TIP APPLICATOR 6 IN 2M	BX
45 4460	COTTON TIP APPLICATOR 6 IN 2S 1M	CS
45 4470	DRESSING ABD WRAPPED 8 X 10 IN 360	CS
45 4480	DRESSING TRAY STERILE 20	CS
45 4495	GAUZE FLUFFS STERILE 600	CS
45 4505	GAUZE PACKING IODORM 1 IN	BT
45 4515	GAUZE VASELINE STRIP 1 X 36 IN 12	BX
45 4520	GAUZE VASELINE STRIP 3 X 18 IN 12	BX
45 4525	GAUZE VASELINE STRIP 6 X 36 IN 12	BX
45 4535	PAD EYE 50	BX
45 4540	PAD OBSTETRICAL SUPER STERILE 288	CS
45 4542	PAD PRESSURE KODEL POLY BOX 40	EA
45 4545	PAD SANITARY REGULAR 600	CS

46-B

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) 3. TELEPHONES
Home
Business

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From _____ To _____ NOTE: To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workmen's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed: 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

List any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer _____
Address _____
Supervisor's Name & Title _____ Phone _____
Your Title _____
Duties _____

From _____ mo. year
To _____ mo. year
Total _____ years months
Full Time ☐ Part Time ☐
Last Salary _____
Reason for leaving _____

Employer _____
Address _____
Supervisor's Name & Title _____ Phone _____
Your Title _____
Duties _____

From _____ mo. year
To _____ mo. year
Total _____ years months
Full Time ☐ Part Time ☐
Last Salary _____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER

870

46-C

46-D

Louis Stacey

FROM 8/19 TO 9/1

REGULAR		190	40
OVERTIME			
TOTAL EARNINGS		190	40
WITHTAX	25	50	
FICA	8	00	
TOTAL DEDUCTIONS		33	50
AMOUNT OF CHECK		156	90

1001

September 8, 1967

PAY TO THE ORDER OF Louis Stacey $156 90/100

One Hundred fifty-six and 90/100 — DOLLARS

BRANCH OFFICE
STATE NATIONAL BANK

J Allen Burden

A.C.E. COMPETENCY BASED JOB DESCRIPTION 48

OCCUPATIONAL TITLE: PRESSING MACHINE OPERATOR

COMPETENCY BASED JOB DESCRIPTION FACT SHEET

OCCUPATIONAL TITLE: PRESSING MACHINE OPERATOR

D.O.T. CODE: 363.782 (4th Ed.: 363-682-018)

A.C.E. NUMBER: 48

CAREER LADDER:

FIRST LEVEL: Pressing Machine Operator (Ironer or Presser)

SECOND LEVEL: Marker

THIRD LEVEL: Supervisor

D.O.T.'s GENERAL EDUCATIONAL DEVELOPMENT LEVEL: 3

SITE WHERE THE JOB CAN BE OBSERVED:

Blu-White Laundry & Cleaners
80 North B
San Mateo, CA

The activity which is the subject of this report was supported in whole or in part by the U.S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Office of Education, and no official endorsement by the U.S. Office of Education should be inferred.

The Adult Competency Education Project
SAN MATEO COUNTY OFFICE OF EDUCATION
609 Price Ave., Redwood City, CA 94063
364-5600 Ext.

Number of annual jobs in San Mateo County: 38 This number is based upon the San Francisco-Oakland SMSA, U.S. Census Manpower projections and the quarterly employment security application record system reports on local San Mateo County Employment Development Department job opening activity.

Job Requirements: Application form, interview.

JOB DESCRIPTION (DOT): Operates pressing machine to smooth surfaces, flatten seams, or shape articles, such as garments, drapes, slipcovers, and hose, in manufacturing or dry cleaning establishments; (1) Spreads articles to be pressed on buck (padded table) of machine. Pulls pressing head onto article and depresses pedals or presses buttons to lock head, admit steam into buck and exhaust steam. Rearranges articles on back and repeats process until pressing is completed; (2) Positions garment on buck and depresses pedal to lower jump iron onto garment and to apply pressure when needed. Pushes lever to release steam from iron. Pushes iron, attached to movable arm, back and forth over garment and shifts garment under iron until pressed. May operate two presses simultaneously, positioning articles on one press while another article is steamed on other press. May finish pressed articles, using brand or puff irons. May tend machine that presses and shapes articles such as shirts, blouses, and sweaters (Presser Form). May be designated according to article pressed as COAT PRESSER, PANTS PRESSER, or according to part of garment pressed as ARMHOLE-AND SHOULDER OFF-PRESSER, LINING PRESSER, or according to type of machine used as JUMP-IRON MACHINE PRESSER. May also be known as BUCKPRESSER; FINISHER; FLATTENING-MACHINE OPERATOR; IRONER, MACHINE; PRESSING-MACHINE OPERATOR; PRESS OPERATOR; STEAM FLATTENER; STEAM-HEATED-POWER-PRESS OPERATOR; STEAM PRESSER; STEAM-PRESS OPERATOR.

THE ACADEMIC REQUIREMENTS FOR THE JOB OF

PRESSING MACHINE OPERATOR

Below are listed first in general terms and then in specific competencies the math and communication activities which a person must typically be able to carry out to function successfully as a pressing machine operator.

The right-hand column lists the exact competencies found to have been essential to the job in our on-site employee interview. This column also notes the skills which are prerequisites to those competencies.

The middle column *states the skill in more general language. The controlled language of this column permits comparison of skill between occupations.

*The items in the middle column have been abstracted from an abbreviated version of the taxonomy of generic skills developed by Kawula, W.; and Smith, A. De W.; Generic Skills Handbook of Occupational Information, Training Research and Development Station, Prince Albert, Saskatchewan, 1975.

1A.1 A PRESSING MACHINE OPERATOR must be able to read numbers on customer tags.

To accomplish this task, the student must be able to, given a series of numbers in numeral form, (e.g., 10, 20, 30), be able to copy series in handwritten form with 100% accuracy.

To demonstrate the ability to perform this task, the student will copy the following whole numbers:

2,
459,
6873,
51.

13A.1 A PRESSING MACHINE OPERATOR must be able to read letter/number combinations on customer tags.

To accomplish this task, the student must be able to, given letters of the alphabet in random order, read each letter and pronounce each letter correctly.

To demonstrate the ability to perform this task, the student will read and pronounce the following:

AR147,
PK249,
AA018.

15A.1 Prerequisite to 15A.3 Read a list of fifty words from a series of commonly used terms (e.g., from the Dolch List).

15A.2 Prerequisite to 15A.3 Read words from the labels of frequently used products or of products used in a given occupation.

15A.3 A PRESSING MACHINE OPERATOR must be able to converse with customers and co-workers.

To accomplish this task, the student must be able to read words common to the vocabulary of a given occupation.

To demonstrate the ability to perform this task, the student will match the following with 90% accuracy.

A. presser form	1. a fold in cloth made by doubling material over on itself
B. garment	2. materials used to line the inner surface of a garment
C. blouse	3. the invisible vapor into which water is coverted when heated to the boiling point
D. sizing	4. a form on which a garment is properly smoothed and creased
E. waterproof	5. an article of clothing
F. pleats	6. soiled or discolored spot
G. buck	7. a drapery for a window
H. lining	8. a loose overgarment like a shirt
I. finish	9. padded table part of a pressing machine
J. stain	10. the final treatment or coating of a surface
K. steam	11. impervious to water
L. drapes	12. any of various glutinous materials used for filling the pores in textiles

KEY: A-4, B-5, C-8, D-12, E-11, F-1, G-9, H-2, I-10, J-6, K-3, L-7.

15B.1 A PRESSING MACHINE OPERATOR must be able to drive to work.

To accomplish this task, the student must be able to read aloud and explain a series of common functional signs (e.g., safety signs, road signs, etc.).

To demonstrate the ability to perform this task, the student will read the following California road signs.

16A.1 Prerequisite to 16A.4 Identify a form as a standardized printed document with blank spaces for recording certain needed information.

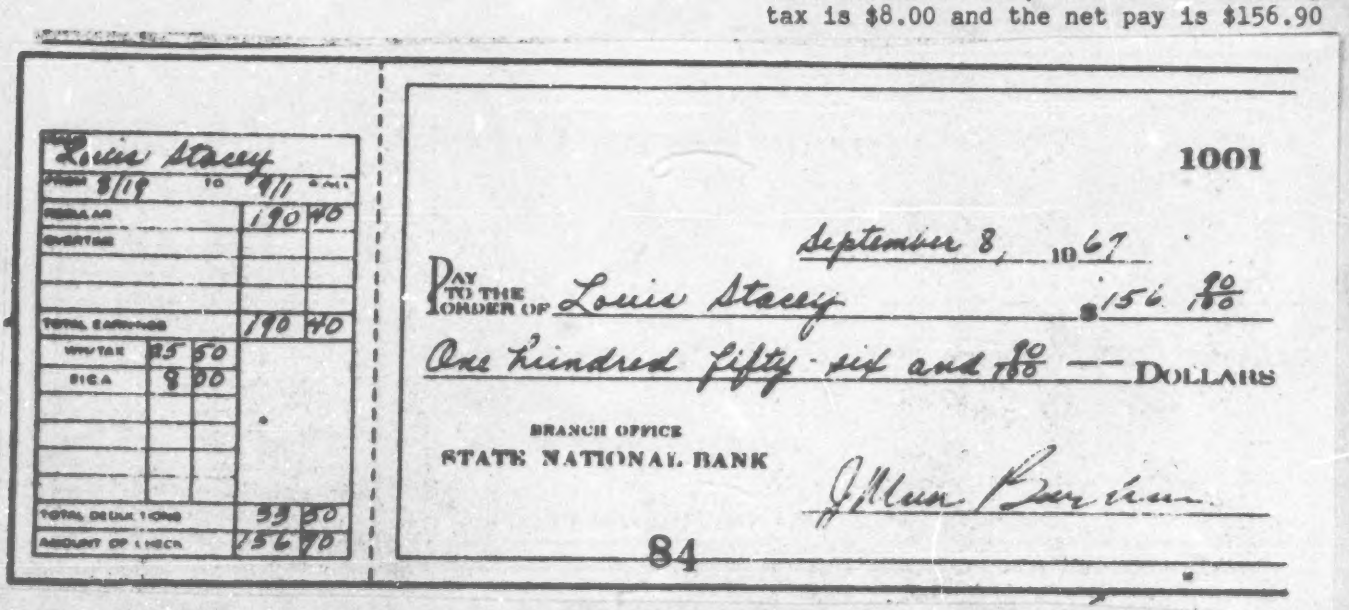
16A.2 Prerequisite to 16A.4 Interpret terminology and abbreviations frequently found in forms.

16A.3 Prerequisite to 16A.4 Identify various kinds of forms by stating the kind of information to be recorded.

16A.4 A PRESSING MACHINE OPERATOR must be able to receive and must be able to read a paycheck.

To accomplish this task, the student must be able to, given a variety of common business forms such as work orders, job orders, issue and receipt vouchers, claims and purchase orders, answer factual questions based on the data on the forms.

To demonstrate the ability to perform this task, the student will refer to the paycheck below and determine from the check stub that the gross pay is $190.50, the federal tax withheld is $25.50, the Social Security tax is $8.00 and the net pay is $156.90



Louis Stacey
FROM 8/19 TO 9/1
REGULAR 190 40
TOTAL EARNINGS 190 40
WH TAX 25 50
FICA 8 00
TOTAL DEDUCTIONS 33 50
AMOUNT OF CHECK 156 90

1001

September 8, 1067

PAY TO THE ORDER OF Louis Stacey $156 90/100

One Hundred Fifty-six and 90/100 — DOLLARS

BRANCH OFFICE
STATE NATIONAL BANK

J. Allen Paterson

84

17A.1 Prerequisite to 19A.4 Select appropriate titles for paragraphs, given a list of titles.

17A.3 Prerequisite to 19A.4 Identify orally the main idea in a given paragraph.

19A.1 Prerequisite to 19A.6 Identify the correct meanings of words that sound similar but are different in meaning.

19A.3 Prerequisite to 19A.6 State the meanings of selected words heard in context.

19A.4 Prerequisite to 19A.6 Identify the main idea from a given speech which has just one main idea.

19A.5 Prerequisite to 19A.6 State the most important question which a speaker wants answered.

19A.6 A PRESSING MACHINE OPERATOR must be able to receive specific instructions from the supervisor.

To accomplish this task, the student must be able to identify the main outcome expected from spoken directions.

To demonstrate the ability to perform this task, the student will identify the following as instructions from a supervisor which will be communicated only once:

a. demonstrate correct safety practices on the job;
b. maintain appropriate personal hygiene and appearance;
c. arrive at the job on time.

21A.3 Prerequisite to 22B.2 Given a date (day, month, date, year) write the date using correct punctuation and capitalization.

22A.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write phrases on forms which are legible and which convey the desired information.

22B.1 Prerequisite to 22B.2 Given simple data in the form of words and figures, write complete sentences on forms which are legible and which convey the required information.

22B.2 A PRESSING MACHINE OPERATOR must be able to complete a job application before being hired.

To accomplish this task, the student must be able to complete a sample application form for employment in a legible manner.

To demonstrate the ability to perform this task, the student will complete application form 48-A in an accurate and legible manner.

26B.1 A PRESSING MACHINE OPERATOR must be able to sort items for processing.

To accomplish this task, the student must be able to, given objects, sort by given classification criteria. The sorting should require a minimum of judgment. To oversimplify, sorting apples by types or tools by various generic classifications would be appropriate, but sorting apples by quality or lumber by grades is a rating skill.

To demonstrate the ability to perform this task, the student will sort the pencils placed on the desk by the instructor into:

a. pencils over four inches long;
b. pencils under four inches long.

48-A

EMPLOYMENT APPLICATION

1. NAME (Last) (First) (Middle)

2. ADDRESS (Number, Street, City, Zip Code) 3. TELEPHONES
Home
Business

Length of Time at Current Address | Time at Previous Address

QUESTIONS 4 THROUGH 10 MUST BE ANSWERED *YES* OR *NO*

	YES	NO
4. Do you have a valid California Drivers License?		
5. Do you claim Veteran's Preference? If *Yes*, complete the following and submit copy of DD214 with application. (Veteran's Preference is applicable to entry level positions, only.) SERVICE DATES From _____ To _____ NOTE: To receive credit you must have served at least 30 days in the United States Armed Forces in time of war, or national emergency declared by the President of the United States of America, and have been discharged or released under conditions other than dishonorable.		
6. May we contact your present employer as to your qualifications, character and ability?		
7. Have you ever been dismissed from employment or resigned to avoid dismissal for misconduct or unsatisfactory service? (If *Yes*, give details in Question 11)		
8. Have you ever received Workman's Compensation? (If *Yes*, describe in Question 11)		
9. Have you any disease, nervous disorder, physical disability or infirmity? (If *Yes*, describe in Question 11)		
10. Have you been hospitalized for any reason in the past five years? (If *Yes*, describe in Question 11)		

11 Explanations to questions 7 through 10 (Use additional sheets of paper, if necessary.)

12 EDUCATIONAL RECORD

Circle Highest Grade Completed 6 7 8 9 10 11 12 | Name and Location of Last Elementary or High School | Graduated? Yes ☐ No ☐

Name and Location of College or University | Major | Credits or Degree

Use any related business, trade, special training (give location and dates); estimated typing and shorthand speeds; San Mateo County typing and/or shorthand certificates (give certificate number and date); location of college placement file; and other related information as applicable.

13. EMPLOYMENT INFORMATION

(Begin with your present employment and work back. Account for all time during the past ten years, including periods of unemployment. In addition, please describe any other related work experience, including volunteer work. Use additional sheets if more space is required.)

Present or Last Position

Employer _____ From _____ mo. year
Address _____ To _____ mo. year
Supervisor's Name & Title _____ Phone _____ Total _____ years months
Your Title _____ Full Time ☐ Part Time ☐
Duties _____ Last Salary _____
Reason for leaving _____

Employer _____ From _____ mo. year
Address _____ To _____ mo. year
Supervisor's Name & Title _____ Phone _____ Total _____ years months
Your Title _____ Full Time ☐ Part Time ☐
Duties _____ Last Salary _____

14. PERSONAL REFERENCES - GIVE THREE (Do not include previous employers or relatives.)

NAME	ADDRESS	PHONE NUMBER